



UBS Group External Staff

DBS ID Check – Affirmation Form

Candidate's First, Middle and Last name as per ID - passport / drivers license):

Candidate's date of birth: (DD-Mmm-YYYY e.g. 01-Mar-2022)

The background screening package requested for the above Candidate includes a Basic Disclosure UK criminal records check which will be performed through the Disclosures and Barring Services (DBS). In order to process with this service, the DBS require confirmation that the candidate's original identity documentation have been checked as per the [DBS ID checking guidelines](#).

A minimum of two original documents from the Identity Documents list must be reviewed - they must confirm the candidate's name, address and date of birth. If this cannot be achieved within two documents, a third can be selected.

I confirm that I have personally validated the Candidate's identity in line with [DBS ID checking guidelines](#).
I understand that failure to conduct this check correctly could result in an invalid Basic Disclosure.

Evidence Checker's FIRST NAME and LAST NAME (in caps) as per ID/Passport:

Date

Evidence checker's signature:

(Signatures accepted: digital image / photo of signature, tablet / e-pen / scanned with physical signature.

Font typed or mouse drawn signatures **not** accepted.)

Note: Please print all names in capital letters.

The "Evidence Checker's" name is required to be captured on HireRight's (UBS Group authorized vetting vendor) platform in order to request the respective criminal check. The 'Evidence Checker' details will be stored by UBS and HireRight for 6 months in accordance with all applicable data protection laws.

Disclosure and Barring Services – criminal check in England and Wales

What has changed?

From January 2018, a new legislation has been introduced for Basic Disclosure checks in the UK. For all Candidates applying for roles in England and Wales, the **Disclosure and Barring Service (DBS)** body is now responsible for performing the criminal record search. The DBS require a Candidate's original identity documentation to be reviewed prior to a Basic Disclosure being processed. They do not permit photocopies or scanner versions, and the check should be done face to face.

What action is required?

As your candidate will be shortly joining UBS and is subject to undertake Basic Disclosure checks through DBS, we would require your confirmation that their original ID and address documents have been seen by your Team. The name of the individual who personally checked the documents (the "Evidence Checker") must be also provided to us for the submission process.

We would be grateful if you could complete the **Disclosure Form** with the required details, sign it, scan and send back to us. In order to make sure that the criminal check procedure is initiated promptly, please send us the completed form within the next **3 working days**.

What is next?

Please note that we cannot initiate the criminal check for the above Candidate without you providing us with the requested details. Failure to complete the form will result in delays in performing the criminal check. UBS reserves the right to remove all access rights with immediate effect in case the criminal check cannot be performed in the respective time line.

The '**Evidence Checker's**' name is required to be captured on HireRight's (UBS authorized vetting Vendor) platform in order to request the respective criminal check. The 'Evidence Checker' details will be stored by UBS and HireRight for one year in accordance with all applicable data protection laws.

Further details can be found: ["Basic Disclosure Changes"](#) and ["DBS ID checking guidelines"](#).
If you have any questions, please do not hesitate to contact us.