# Security standard verification record

## Section 1: Vacancy reference number

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| Vacancy reference number: |

## Section 2: Candidate details

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| Name: |
| Candidate ID number (can be found on their application): |
| NI number: |

## Section 3: Please enter the details of the ID documents produced by the candidate

| Number | Document name | Document number | Date of issue |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

## Section 4: Proof of qualifications, if applicable

|  |  |
| --- | --- |
| Has the candidate provided the required proof of qualifications as stated on the application form?  Please take photocopies. | Yes/No |

## Section 5: Additional documents, if applicable

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| --- |
| Document details |
|  |
|  |

## Section 6: Confirmation of receipt by department

| I certify that in accordance with the requirements of the Baseline Personnel Security Standards I have checked all documents provided by the applicant. |
| --- |
| Name: |
| Signature: |
| Date: |

## Section 7: Confirmation of receipt by candidate

| I can confirm all my original documents have been returned. |
| --- |
| Candidate name: |
| Signature: |
| Date: |