



Gofal Cymdeithasol **Cymru**
Social Care **Wales**

The documents you need to apply to register

As part of your application to register with us, you need to provide photocopies, scans or photographs of some documents. Sometimes we'll need you to get them verified before you send them to us.

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The documents you need to apply to register

Social care workers

If you have a qualification, we need copies of your qualification certificate.

If you **haven't had** an enhanced DBS check within the last three years, we'll need a [verified copy](#) of your photo ID, for example passport or driving licence.

Social care managers and social workers who qualified in the UK

If you're applying as a:

- social care manager
- social worker who qualified before 2007 (if you qualified after this date we don't need a copy of your qualification certificate)
- social worker who qualified with a degree in the UK, but outside Wales

and:

- **you've had** an enhanced DBS check within the last three years, or you're on the DBS update service, and
- you're applying with a qualification

we need a copy of your qualification certificate.

If you **haven't had** an enhanced DBS check within the last three years, we'll need a verified copy of your photo ID, for example passport or driving licence.

Social work students and newly qualified social workers from universities in Wales

Your university will confirm your identity during the enrolment process, so you don't need to send us any documents.

Social workers who qualified outside the UK

We need verified copies of your:

- qualification certificate
- birth certificate
- photo ID
- qualification course transcripts.

We may need other verified documents. If we do, we'll tell you what we need when we process your application.

How to get your documents verified

Verifying means that an approved person has checked and confirmed your photocopied documents are genuine.

A verifier can be a Social Care Wales approved signatory. These are people chosen by employers or universities to help with the registration process.

If the person checking your documents isn't an approved signatory, the person endorsing your application needs to confirm that the verifier is suitable.

[Find out more about signatories](#)

If you're a Responsible Individual who isn't yet registered with Care Inspectorate Wales or you don't currently work in social care, you can ask someone else to verify your documents.

This person must:

- be a professional (for example, a registered person)
- have known you for at least two years
- not be a relative
- not be in a personal relationship with you.

If you're self-employed, the verifier shouldn't work for the same organisation as you unless they're in a more senior position.

What verifiers need to do

Show the verifier the original documents, so they can confirm any photocopies are genuine.

On each photocopy, they need to:

- write their full name, job title, email address and the date
- sign their name
- write "I have seen the original and this is a true copy".