

Checking Identity Documentation

These notes should be read in conjunction with the 'Guidance for Verifiers' document and should be retained as a source of reference.

All identity documents must be originals. You must **not** accept photocopies or documentation printed from the Internet e.g. Internet bank statements. It is essential that the details of the documents are carefully checked. Photographs must be compared to the applicant to ensure that the document belongs to the applicant. The name, address and date of birth details shown on the documentation must match the details provided by the applicant in Section A of the Criminal Records Bureau (CRB) Disclosure Application Form. If there is a legal reason for a name change such as marriage or deed poll then you may accept a document in the birth name (e.g. Birth Certificate) only if you have seen the documented evidence for the change for example the marriage certificate or deed poll certificate.

You must see either one Group 1 document plus two others (from either Group 1 or 2) **or** five Group 2 documents. All documents must be in the applicant's current name as recorded in Section A of the CRB form (as stated above, if there is a legal reason for a name change such as marriage or deed poll then you may accept a document in the birth name e.g. birth certificate provided that you have seen the documented evidence for the change).

You must see at least one document showing the applicant's current address which must match that recorded in Section A of the CRB form and at least one document confirming the applicant's date of birth as recorded in Section A of the CRB form.

Please note that none of the identity documents provided should be used in any way other than to help validate identity and confirm the applicant's address, date of birth and any other details necessary for the purposes of obtaining a CRB Disclosure. Verifiers are not entitled to make use of any personal information detailed on these documents. Information provided to the Churches' Agency for Safeguarding (CAS) will be stored in accordance with the conditions of the Data Protection Act and will not be made available to any person or organisation not entitled to make use of it.

Group 1 Documents

Adoption Certificate

The document must be an original United Kingdom (UK) issued document. There are two types of adoption certificate. The short adoption certificate shows the date, place and country of birth, the adoptive surname and forename and the gender. It carries no reference to adoption and is indistinguishable from any other short birth certificate. A full adoption certificate shows the details as above and also the name and surname, address and occupation of the adoptive parent(s) and the date of the adoption order, the date on which the adoption was granted and the name of the court. Either the short or full form of adoption certificate are acceptable.

An adoption certificate must confirm the applicant's NAME, DATE OF BIRTH, - and in some cases the current address (but only if the full certificate is seen and the address matches that in Section A of the CRB form). If the current address is shown on the birth certificate please write the letter 'A' next to the document issue date on the Documentary Evidence Sheet

Birth Certificate - original issued in the UK within 12 months of birth

If the birth certificate is an original (i.e. issued within 12 months of the date of birth shown on the certificate) United Kingdom certificate or a 'foreign' birth certificate issued by a UK High Commission / Embassy or by HM Forces, it will be classed as a **Group 1** document.

Please enter the date of birth as shown on the certificate, the date when the certificate was issued, and the country of issue in Section X of the CRB Disclosure Application Form. If the applicant has a UK birth certificate please cross the UK box. If it is a 'foreign' certificate issued by UK High Commission / Embassy or by HM Forces, please write the name of the country of issue in the box labelled 'other' and send a photocopy of the birth certificate with the Disclosure application.

If the birth certificate is in a different name from that shown in Section A of the CRB form (e.g. if the birth certificate is for an applicant who has since married and changed their name) then you must ensure that the applicant has completed the applicable lines in Section C (Additional personal details) of the CRB form. You must also ensure that you see documented evidence for the change e.g. marriage certificate or deed poll which must show the change of name from that on the birth certificate to that provided in Section A of the CRB Disclosure Application Form.

If the birth certificate was issued 12 months or more after the date of birth and / or was issued by a country other than the UK (with the exception of a foreign certificate issued by a UK High Commission / Embassy or by HM Forces) then it will be classed as a **Group 2** document. Please refer to the list of Group 2 documents on the following pages for details.

Checking for authenticity

Birth certificates are not wholly reliable for confirming identity since copies are easily obtained. However certificates issued at the time of birth are more reliable than recently issued duplicates.

Check the quality of paper used: genuine certificates use a high grade. There should be a watermark visible when the document is held up to the light. Any signs of smoothness on the surface would indicate the original text may have been washed or rubbed away. There should be no signs of tampering, changes using liquid paper, overwriting or spelling mistakes.

A birth certificate must confirm the applicant's NAME and DATE OF BIRTH

Driving Licence

Only UK (England / Wales / Scotland / Northern Ireland and Isle of Man) driving licences can be accepted. Both provisional and full UK driving licences are acceptable (if seeing a provisional licence please indicate this fact on the CRB Disclosure Application Form).

Either the old paper style licence without photocard or the new style licence with photocard are acceptable. **A photocard licence is only valid if the individual presents it with the counterpart licence.** The DVLA first introduced photo licences on 1/12/1999 and any new or replacement licences issued after this date will be of the photocard type.

Please specify whether the licence you have seen is an old style paper licence (without photo), or a photocard. This should be indicated in Line 7/8 in Section X of the CRB form. If the licence is a photocard type then please check that the photograph on the card is that of the individual making the application.

Please ensure that the details on the driving licence match those details provided in Section A of the CRB form. You should focus on the surname, the forename(s), middle name(s), current address, and date of birth.

Please enter the driver number shown on the licence in Section X of the CRB form. The driver number will begin with the first letters of the applicant's surname. The number (including the letters) should fill sixteen or (or in the case of some licences all eighteen) boxes in Section X part 5. If the licence was issued in Northern Ireland or the Isle of Man, the format of the number will be different. Please enter the driver number shown on the licence and indicate nearby that the licence is from Northern Ireland or the Isle of Man.

Old style paper licences issued prior to 1st January 1986 do not show the holder's date of birth. If checking a paper licence which does not show a date of birth please leave part 6 in Section X (driving licence date of birth) blank.

Please enter the date when the licence was issued and the country of issue in Section X of the CRB Disclosure Application Form. If the applicant holds a UK licence please place a cross in the UK box. If it is a foreign licence please write the name of the country of issue in the boxes labelled 'other' however please note that only UK driving licences are accepted as valid identity documents for the purposes of CRB applications.

Checking for authenticity

Photocard; examine the card for evidence of photo tampering or any amendment of the printed details.

Paper licence; remove the document from its plastic wallet and check that it's printed on both sides. It should have a watermark visible by holding the licence up to the light, and there should be no punctuation marks in the name or address. The 'valid to' date should be the day before the bearers 70th birthday (unless the bearer is already over 70). The 'valid to' date can therefore be cross-referenced with the applicant's date of birth detailed in Section A, line 10.

A driving licence must confirm the applicant's NAME, DATE OF BIRTH (licences issued after 1st January 1986) and CURRENT ADDRESS

EU Photo Identity Card

Only official government identity cards issued by a European Union (EU) country are acceptable. UK citizens are not currently issued with identity cards.

Please check the details on the identity card and ensure they match the details provided by the applicant in Section A of the CRB Disclosure Application Form.

Checking for authenticity

Examine the card for evidence of photo tampering or any amendment of the printed details.

An EU photo identity card must confirm the applicant's NAME

Firearms Licence

Only UK issued Firearms Licences are acceptable.

The Firearms Licence must show the following: the holder's photograph, date of birth and address. Please check that the photo is that of the applicant and that the date of birth and address match that provided in section A of the CRB Disclosure Application Form.

Checking for authenticity

Check the licence is printed on blue security paper with a Royal crest watermark and a faint pattern stating the words 'Home Office'. Examine the licence for evidence of photo tampering or any amendment of the printed details, which should include home address and date of birth. The licence should be signed by the holder and bear the authorising signature of the chief of police for the area in which they live, or normally a person to whom his authority has been delegated.

A firearms licence must confirm the applicant's NAME, DATE OF BIRTH and CURRENT ADDRESS

HM Forces ID Card

The card must be issued by the UK HM Forces. Check that the details match those provided in Section A of the CRB Disclosure Application Form and that the photograph is a true likeness of the applicant. HM Forces ID Cards have to be surrendered upon leaving the Forces so only those currently in the Forces will have such a card.

Checking for authenticity

Examine the card for evidence of photo tampering or any amendment of the printed details.

An HM Forces ID card must confirm the applicant's NAME

Passport

A passport of any nationality may be used as a Group 1 document.

Passports must be currently valid. For a UK adult passport this means it must have been issued within the last 10 years.

Please check that the photograph on the passport is that of the individual making the application.

Enter the full and complete passport number in Section X of the CRB Disclosure Application Form leaving no space between digits. Enter the date of birth, the nationality and the issue date, as shown on the passport, in Section X of the Disclosure Application Form.

Checking for authenticity

Check the general quality and condition of the passport. Treat it with suspicion if it is excessively damaged: accidental damage is often used to conceal tampering. Photographs should be examined closely for signs of damage to the laminate or for excessive glue or slitting of the laminate: these signs would indicate photo switching. If the photograph appears excessively large, this might indicate an attempt to hide another photograph underneath. Check there is no damage to this area. There should also be an embossed strip embedded into the laminate, which will catch a portion of the photograph. If the passport is from a foreign national, you can still follow the same general procedures as above.

A passport must confirm the applicant's NAME and DATE of BIRTH (please note that a passport CANNOT be used to confirm an applicant's address)

Group 2 documents

The following documents classed as 'Group 2 documents' may also be used as validation of identity and confirmation of address but only if the personal details they contain match those entered on the CRB Disclosure Application Form.

Ensure all letters and statements are recent, i.e. within a 3 month period or a 12 month period as specified below and on the Documentary Evidence Sheet. Do not accept documentation printed from the Internet. Check that letter headed paper is used, bank headers are correct and all documentation looks genuine. The applicant's address should be cross-referenced with that provided in Section A of the CRB Disclosure Application Form.

Addressed Payslip

The payslip must have been issued within the last 3 months. It must show the applicant's name and address which must match the details provided in section A of the CRB Disclosure Application Form.

An addressed payslip must confirm the applicant's NAME and CURRENT ADDRESS

Bank or Building Society Statement

Statements must be originals. Bank or Building Society statements printed from the Internet are **not** acceptable.

Statements must have been issued within the last three months. They must show the name and address of the applicant which must match with the details provided in Section A of the CRB Disclosure Application Form.

If the applicant does not have sufficient documents to provide three or five (as required) **different** documents from the list of acceptable Identity Documents, then two bank or building society statements can be accepted provided they are from different organisations. In this circumstance please indicate either on the Documentary Evidence Sheet, or on a separate note, which organisations the statements were issued by.

A bank or building society statement must confirm the applicant's NAME and CURRENT ADDRESS

Benefit Statement

E.g. Child Allowance, Pension.

The statement must have been issued within the past 3 months.

The benefit statement must be an official document from the relevant government agency confirming the applicant's name, address and benefit entitlement. Identity details must match those provided in Section A of the CRB Disclosure Application Form.

A benefit statement must confirm the applicant's NAME and CURRENT ADDRESS

Birth Certificate

A non-original UK birth certificate (i.e. a certificate issued more than 12 months after the date of birth either full or short form) or a birth certificate issued by a foreign country is acceptable as a Group 2 document.

Photocopies are **not** acceptable.

Please enter the date of birth as shown on the certificate, the date when the certificate was issued and the country of issue in Section X of the CRB Disclosure Application Form. If the applicant has a UK birth certificate please cross the UK box. If it is a foreign certificate, please write the name of the country of issue in the box labelled 'other'.

If the birth certificate is in a foreign language it can only be accepted if **you** as the verifier are able to translate the document or if it has been translated by a Notary Public.

If the birth certificate is in a different name from that shown in Section A of the CRB form (e.g. if the birth certificate is for an applicant who has since married and changed their name) then you should ensure that the applicant has completed the applicable lines in Section C ('Additional personal details' section) of the CRB form. You must also ensure that you see documented evidence for the change e.g. marriage certificate or deed poll which must show the change of name from that on the birth certificate to that provided in Section A of the CRB Disclosure Application Form.

Checking for authenticity

Check the quality of paper used; genuine certificates use a high grade. There should be a watermark visible when the document is held up to the light. Any signs of smoothness on the surface would indicate that original text might have been washed or rubbed away. There should be no signs of tampering, changes using liquid paper, overwriting or spelling mistakes.

A birth certificate must confirm the applicant's NAME and DATE of BIRTH

Certificate of British Nationality

The Certificate of British Nationality will be issued by the UK Home Office and take one of two forms; it will be either a Certificate of Registration or a Certificate of Naturalisation. Both forms of certificate will show the applicant's full name, their name at birth if different, their date of birth and their place and country of birth. The certificate will state that it has been issued by the Secretary of State on behalf of the Home Office.

Check that the details correspond with those provided by the applicant on the CRB Disclosure Application Form.

A Certificate of British Nationality must confirm the applicant's NAME and DATE of BIRTH

Connexions card

The UK Connexions Card can be held by young people aged 16 to 19. The card shows a photograph of the holder and states their name and date of birth.

Please check that the photograph is a true likeness to the applicant and that the date of birth matches that provided in Section A of the CRB Disclosure Application Form. The card must be currently valid.

A Connexions card must confirm the applicant's NAME and DATE OF BIRTH

Council Tax statement

This must have been issued by a UK council within the past 12 months.

The statement must show the applicant's name and address which must match the details provided in Section A of the CRB Disclosure Application Form.

A council tax statement must confirm the applicant's NAME and CURRENT ADDRESS

Court Claim Form

Documentation issued by the UK court service within the past 12 months. This should show the applicant's name and address which must match the details provided in Section A of the CRB Disclosure Application Form.

A court claim form must confirm the applicant's NAME and CURRENT ADDRESS

Credit Card Statement

This must have been issued within the past 3 months and must show the name and address of the applicant which must match the details provided in Section A of the CRB Disclosure Application Form.

A credit card statement must confirm the applicant's NAME and CURRENT ADDRESS

Exam Certificate

This must show the applicant's name and must match that provided in Section A of the CRB Disclosure Application Form.

An exam certificate must confirm the applicant's NAME

Financial Statement

E.g. Pension, endowment, ISA

This must show the applicant's name and address which must match the details provided in Section A of the CRB Disclosure Application Form.

The statement must have been issued within the past 12 months.

A financial statement must confirm the applicant's NAME and CURRENT ADDRESS

Government document

A document from UK Central/ Local Government/ Government Agency/ Local Authority giving entitlement e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security.

The document must have been issued within the past 3 months.

The document must show the applicant's name and address which must match the details provided in Section A of the CRB Disclosure Application Form.

A government document must confirm the applicant's NAME. If the document also shows the applicant's date of birth please write the letter 'D' next to the document issue date on the Documentary Evidence Sheet. If the document shows the applicant's current address please write the letter 'A' next to the document issue date on the Documentary Evidence Sheet

Insurance certificate

The insurance certificate must have been issued within the last 12 months and must be currently valid. It must show the applicant's name and address, which must match the details provided in Section A of the CRB Disclosure Application Form.

An insurance certificate document must confirm the applicants NAME. If the document also shows the applicant's date of birth please write the letter 'D' next to the document issue date on the Documentary Evidence Sheet. If the document shows the applicant's current address please write the letter 'A' next to the document issue date on the Documentary Evidence Sheet

Mail Order Catalogue Statement

The statement must have been issued within the last 3 months and must show the applicant's name and address which must match the details provided in Section A of the CRB Disclosure Application Form.

A mail order catalogue statement must confirm the applicant's NAME and CURRENT ADDRESS

Marriage Certificate / Civil Partnership Certificate

The certificate must show the applicant's name and date of birth. The details must match those provided in Section A of the CRB Disclosure Application Form.

If the applicant has changed their surname after marriage you will need to ensure that they have completed the necessary lines in Section C (additional personal details) of the CRB form.

A marriage certificate must confirm the applicant's NAME and DATE OF BIRTH

Mortgage Statement

The mortgage statement must have been issued within the past 12 months.

It must show the applicant's name and address which must match the details provided in Section A of the CRB Disclosure Application Form.

A mortgage statement must confirm the applicant's NAME and CURRENT ADDRESS

National Insurance Card

The UK National Insurance card must show the applicant's full name which must match that provided in Section A of the CRB Disclosure Application Form.

Please ensure that the National Insurance number shown on the card matches that provided in Section A (line 12) of the CRB form.

Please do **not** enter the National Insurance number in Section X of the CRB Disclosure Application Form if you have seen the National Insurance Card. The space in Section X for the National Insurance Number should **only** be filled in if a P60 or P45 has been seen.

A National Insurance card must confirm the applicant's NAME

NHS Card

The UK NHS card must be currently valid and must show the applicant's name and address which must match the details provided in Section A of the CRB Disclosure Application Form.

An NHS card must confirm the applicant's NAME and CURRENT ADDRESS

P45

The UK P45 must have been issued within the past 12 months. Please enter the National Insurance Number shown on the document in Section X of the CRB Disclosure Application Form. The P45 must show the applicant's name which must match that provided in Section A of the CRB form.

A P45 must confirm the applicant's NAME

P60

The UK P60 must have been issued within the past 12 months. The P60 must show the applicant's name **and address** which must match the details provided in Section A of the CRB Disclosure Application Form. Please enter the National Insurance Number shown on the document in Section X of the CRB form.

A P60 must confirm the applicant's NAME and CURRENT ADDRESS

Store card statement

The store card statement must have been issued within the past 3 months and must show the applicant's name and address which must match the details provided in Section A of the CRB Disclosure Application Form.

A store card statement must confirm the applicant's NAME and CURRENT ADDRESS

TV Licence

This must show the applicant's name and address which must match with those provided in Section A of the CRB Disclosure Application Form.

The TV licence must be currently valid and must have been issued within the past 12 months.

A TV licence must confirm the applicant's NAME and CURRENT ADDRESS

Utility bill

E.g. Electricity, gas, water, telephone including mobile phone contract / bill

Utility bills must have been issued within the past 3 months.

Bills must show the applicant's name and address which must match the details provided in Section A of the CRB Disclosure Application Form.

If the applicant does not have sufficient documents to provide three or five (as required) **different** documents then two utility bills can be accepted as two separate documents provided they are from different organisations. In this circumstance please indicate either on the Documentary Evidence Sheet or on a separate note which organisations the statements were issued by.

A utility bill must confirm the applicant's NAME and CURRENT ADDRESS

Vehicle registration document

The document must be currently valid.

The vehicle registration document issued by the DVLA must show the applicant's name and address which must match the details provided in Section A of the CRB Disclosure Application Form.

A vehicle registration document must confirm the applicant's NAME and CURRENT ADDRESS

Work permit/Visa

This must be a UK document and must have been issued within the past 12 months. The work permit / visa consists of two parts, a letter issued by the Home Office and a stamp in the applicant's passport. Both parts must be seen. The entitlement dates shown on both the letter and the passport stamp must match. The letter will show the applicant's name and date of birth as well as the employer's details.

A work permit / visa must confirm the applicant's NAME and DATE OF BIRTH

If you have any queries regarding identity documents please contact us at
The Churches' Agency for Safeguarding, Methodist Church House, 25 Marylebone Road, London, NW1 5JR
Telephone number: 0207 467 5216
E-mail: cas@methodistchurch.org.uk

The CAS website can be found at: www.churchsafe.org.uk