

Checking Identity Documentation



These notes should be read in conjunction with the 'Guidance for Verifiers' 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 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 and date of birth. Verifiers are not entitled to make use of any personal information detailed on these documents.

You must see either one Group 1 document plus two others from either Group 1 or 2 **or** five Group 2 documents.

Group 1 Documents

Adoption Certificate

The document must be an original UK issued document.

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

If the certificate was an original (i.e. issued within 12 months of the date of birth shown on the certificate) then 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 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 (although please note that only UK birth certificates can be accepted as valid identity documents for the purposes of CRB applications – 'foreign' birth certificates can only be accepted if they have been issued by a UK High Commission / Embassy / or by HM Forces and a photocopy of the 'foreign' certificate should be sent to the CAS with the 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 a female applicant who has since married and changed her name) then you must ensure that the applicant has completed the applicable lines in Section C (Additional personal details) of the CRB form.

If the Birth Certificate was issued 12 months or more after the date of birth 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.

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 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.**

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 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 and the two digits at the side of the number) should fill all of the 'driving licence' boxes in Section X of the CRB form. 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 holders date of birth. If checking a paper licence which does not show a date of birth please leave part 8 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 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.

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 form.

Checking for authenticity

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

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.

HM Forces ID Card

Check that the details match those provided in Section A of the CRB 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.

Passport

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

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

Please enter the full and complete passport number in Section X of the CRB Disclosure Application Form leaving no space between digits. Please check that the photograph on the passport is that of the individual making the application.

Enter the date of birth shown on the passport, the Nationality and the issue date 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. There should also be an embossed strip embedded into the laminate, which will catch a portion of the photograph. Check there is no damage to this area.

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 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 quoted in Section A.

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 form.

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 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. Please indicate either on the Documentary Evidence Sheet or on a separate note which organisations the statements were issued by.

Benefit Statement

E.g. Child Allowance, Pension.

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

The 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 form.

Birth Certificate

A non-original UK birth Certificate i.e. one issued after 12 months of the date of birth (full or short form) 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 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 (although please note that only UK birth certificates can be accepted as valid identity documents for the purposes of CRB applications – ‘foreign’ birth certificates can only be accepted if they have been issued by a UK High Commission / Embassy / or by HM Forces and a photocopy of the ‘foreign’ certificate should be sent to the CAS with the 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 a female applicant who has since married) then you should ensure that the applicant has completed the applicable lines in Section C (Additional personal details section) of the CRB 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.

Certificate of British Nationality

Check that the details correspond with those provided by the applicant in Section A of the CRB form.

Connexions card

The 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 Disclosure Application Form. The card must be currently valid

Council Tax statement

This must have been issued 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 Disclosure Application Form.

Court Claim Form

Documentation issued by the 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 form.

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 form.

Exam Certificate

This must show the applicant’s name and must match that provided in Section A of the CRB form.

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 form.

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

Government document

A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK) 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 year.

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

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.

Mail Order Catalogue Statement

This 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 Disclosure Application Form.

Marriage Certificate / Civil Partnership Certificate

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

Mortgage Statement

This must have been issued within the past 12 months.

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

National Insurance Card

Please do **not** enter the National Insurance Card 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.

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

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

NHS Card

This 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.

P45

The 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 Disclosure Application Form.

P60

The 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 form. Please enter the National Insurance Number shown on the document in Section X of the CRB Disclosure Application Form.

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 form.

TV Licence

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

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

Utility bill

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

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 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. Please indicate either on the Documentary Evidence Sheet or on a separate note which organisations the statements were issued by.

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 form.

Work permit/Visa

This must be a UK document and must have been issued within the past 12 months.

The document must show the applicant's name which must match the details provided in Section A of the CRB form.

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