IDENTITY CHECKING FORM

UKHQ, England, Wales and British Scouting Overseas roles only

Version 4 - January 2018



The Identity Checking Form can be used by any person completing the identity checks for adults in England, Wales and British Scouting Overseas who wish to undertake a role in Scouting that requires a criminal record check.

Please Note: Throughout the Disclosure Application process the ID Checker (data processor if applicable) and the Applicant are required to provide declarations, to knowingly make a false declaration at any stage of the application is a criminal offence.

Information for identity checkers – please read the following two statements to the applicant.

ID Required

Applicants must be able to show **one document from Group 1 and two further documents from either Group 1, or Group 2a or 2b** (as indicated below). If the applicant does not have any of the documents in Group 1, then they must be able to show **one document from Group 2a and two further documents from either Group 2a or 2b** (as indicated below). If the applicant does not possess the required identity documents for a disclosure check to be carried out, their application cannot proceed any further online and the applicant must contact **disclosures@scouts.org.uk** forfurther advice.

At least one of the documents must show the applicant's current address. The applicant must provide **original documents only**; photocopies will not be accepted. **Applicants must use documents from Group 1 if they have them**. The information entered must match identity, date of birth and address information stored in the Compass membership database.

Route 2 – External ID Verification Statement

Where a Group 1 document is not provided, in order to process your DBS application, we will attempt to verify your identity using a third party (Experian). The agency will check the details you supply against any particulars on any database (public or otherwise) to which they have access. A record of the search will be retained, but will not be visible to other parties or affect your credit record.

Keep in mind

Data Protection Statement

The Scout Association provides this facility under license agreement with Atlantic Data Ltd the provider of disclosures.co.uk, a wholly owned service provided by Atlantic Data Ltd. The DBS Application is processed on behalf of The Scout Association by Atlantic Data Ltd in accordance with the Data Protection Act and DBS Code of Practice. The Scout Association is the 'Data Controller'. Both The Scout Association and Atlantic Data Ltd have undertaken to hold this data securely in accordance with the Data Protection Act and the DBS Code of Practice.

This form must be destroyed securely by shredding, pulping or burning once the applicant's identity information has been entered in to Atlantic Data Ltd. While awaiting destruction, this form must be stored securely. Those processing criminal record checks must ensure they have read the guidance on secure storage, handling, use, retention and disposal of information guidance members.scouts.org.uk/appointment and factsheet FS310610, which is available at scouts.org.uk.

Identity checkers must ensure that they have read the statement of fair processing, which is available at **scouts.org.uk**.

Please complete in block capitals. Boxes marked with an * are compulsory fields. When recording the identity document details, fields are compulsory for the documents that the applicant is using.

Applicant details	;																		
Title																			
Name (including middle	name, i	f applica	able) c	of appl	icant*														
Applicant's membership	number	r (if knov	wn)																
Role of applicant*																			
Applicant's phone numb	er																		
Applicant's email																			
Applicant's address*																			
Town*																			
County																			
Postcode*																			
Country*																			
Applicant's Nationality* UK EEA Other																			
Applicant's date of birth* D D M M Y Y																			
Identity details																			
Group 1 – please ti	ck the	e box 1	next	to th	e do	cum	ents l	being	use	d, one of	these	e do	cum	ent	ts m	ust b	e se	lect	ed
Passport (any nati	onality	<i>(</i>)																	
Passport number										Issue date	D	D	M	M	Υ	Y			
Applicant's nationality																	J		
Date of birth D D	M	M Y	Y	\neg						Expiry date	e D	D	М	M	Υ	Y			
																	J		
Biometric residence	-	nit (UK))														1		
Biometric permit numbe										Issue date		D	M	M	Y	Y			
Does the applicant have	infinite	e leave to	o rem	ain in 1	the Uk	(? Y [N		Expiry date	e D	D	M	M	Y	Υ			
Driving licence – photocard (UK, Isle of Man, Channel Islands and EEA)																			
When recording the d								ecord	the er	ntire 18-dig	git nun	nber	with	no :	space	s,			
including the two sep	arate c	ligits at	t the (end of	the i	numbe	er.												
Country of issue											$\frac{1}{1}$								
Driving licence number								,.							17/	27]		
Valid from	M	MY	Y		<u> </u>				ence o	date of birth	ı D	D	M	M	Y	Y			
Date applicant entered UK (if EEA driving licence) D D M M Y Y																			
Adoption certificate (UK and Channel Islands)																			
Country of issue	D N	1 M	Υ	Υ						Issue date	D	D	M	M	Υ	Υ			

Birth certificate – issued within 12 months of the applicant's birth (UK and Channel Islands)										
Birth certificate date of birth D D M M Y Y										
Country of issue										
Issue date DDMMYY										
Group 2a – please tick the box next to the documents being used										
Driving licence – photocard (issued outside the UK and EEA) or paper version issued without a photocard (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA)										
When recording the driving licence number, please ensure you record the entire 18-digit number with no spaces.										
Country of issue										
Driving licence number										
Valid from Driving licence date of birth Valid from D D M M Y Y										
Date applicant entered UK D D M M Y Y										
Firearms licence (UK, Channel Islands and Isle of Man)										
Firearms licence number										
Firearms licence date of birth D D M M Y Y Issue date D D M M Y Y										
Valid from D D M M Y Y Valid to D D M M Y Y										
Firearms licence postcode										
HM Forces ID card (UK)										
HM Forces ID card type – Royal Navy ID card British Army ID card Royal Air Force ID card										
Card number										
Date of birth on card D D M M Y Y										
Card expiry date D D M M Y Y										
First initial of forename as it appears on card										
Surname as on card										
Manuface (sixil posts suchin contificate (LIK and Channel Islands)										
Marriage/civil partnership certificate (UK and Channel Islands)										
Issue date DDMMMYY										
Immigration document, visa or work permit (Issued by a country outside the EEA)										
Issue date D D M M Y Y Date of birth D D M M Y Y										
Issue Country										
Group 2b – please place a tick next to the documents being used										
Correspondence/ID cards Card carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) Issue date D D M M Y Y										
Date of birth on card D D M M Y Y Does this card have the PASS logo Y N										

EEA National ID card Date of birth on card	и м ү ү										
Issue country											
Expiry date D D M M Y Y		·					·	·			
Letter from Head Teacher or College Principal of a UK institution (only to be used by 16 to 19 year-olds in full-time education if other											
	documents cannot be provided) Issue date D D M M Y Y Letter of sponsorship from future employment provider (non-UK/non-EEA only – valid only for applicants residing outside of the UK at										
time of application)											
Country of residence										$\overline{}$	
Issue date DDMMMYY											
Documents issued within the last 12 months:											
Council Tax statement (UK and Channel Islands)	Issue date	D	D	M	M	Υ	Y				
Financial statement eg pension, endowment, ISA (UK)	Issue date	D	D	M	M	Y	Y				
Mortgage statement (UK or EEA)	Issue date	D	D	M	M	Y	Y				
P45 certificate statement (UK and Channel Islands)	Issue date	D	D	M	M	Y	Y				
P60 certificate statement (UK and Channel Islands)	Issue date	D	D	M	M	Y	Y				
NI number on P45/P60 L L N N N N N L											
Documents issued within the last three months:											
Bank or building society account opening confirmation letter (UK)	Issue date	D	D	M	M	Y	Υ				
Bank or building society statement (UK, Channel Islands or EEA)	Issue date	D	D	М	М	Y	Υ]			
Bank or building society statement (countries outside of the EEA, branch must be in the country where the applicant lives and works)	Issue date	D	D	M	M	Y	Y				
Electricity bill/statement (UK)	Issue date	D	D	M	M	Y	Υ				
Gas bill/statement (UK)	Issue date	D	D	M	М	Y	Y				
Credit card statement (UK or EEA)	Issue date	D	D	M	M	Y	Y				
Telephone bill/statement (not mobile telephone) (UK)	Issue date	D	D	M	M	Y	Y				
Water bill/statement	Issue date	D	D	M	M	Y	Υ				
Benefit statement eg child benefit, pension (UK)	Issue date	D	D	M	M	Y	Y				
Document from Central or Local Government, Government Agency or Local Council document giving entitlement (UK and Channel Islands) – document 1											
Name of entitlement issuing body											
Issue date D D M M Y Y											
Document from Central or Local Government, Government Agency or Local Council document giving entitlement (UK and Channel Islands) – document 2 (this must have been issued by a different body than document 1)											
Name of entitlement issuing body											
Issue date D D M M Y Y											

Identity checker declaration

I confirm that the applicant has provided original forms of valid identification and that the documents show the applicant's current name and address and at least one document shows the applicant's date of birth. I have entered the applicant's personal details as given in the documents provided. I understand that to knowingly make a false declaration in this application is a criminal offence. Identify checked by:

Forename*									
Surname*									
Membership number*									
Signature*									
Date* D D M M Y Y									