

# 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** for further 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, if applicable) of applicant\*

Applicant's membership number (if known)

Role of applicant\*

Applicant's phone number

Applicant's email

Applicant's address\*

Town\*

County

Postcode\*

Country\*

Applicant's Nationality\* UK  EEA  Other

Applicant's date of birth\*

## Identity details

**Group 1 – please tick the box next to the documents being used, one of these documents must be selected**

**Passport (any nationality)**

Passport number  Issue date

Applicant's nationality

Date of birth  Expiry date

**Biometric residence permit (UK)**

Biometric permit number  Issue date

Does the applicant have infinite leave to remain in the UK? Y  N  Expiry date

**Driving licence – photocard (UK, Isle of Man, Channel Islands and EEA)**

**When recording the driving license number, please ensure you record the entire 18-digit number with no spaces, including the two separate digits at the end of the number.**

Country of issue

Driving licence number

Valid from  Driving licence date of birth

Date applicant entered UK (if EEA driving licence)

**Adoption certificate (UK and Channel Islands)**

Country of issue  Issue date

Date of birth on certificate





