

Identification checking process

The applicant must provide specific identification documents as part of the CRB application process. Registered Bodies must:

- check and validate the information provided by the applicant on the application form / continuation sheet
- establish the true identity of the applicant through the examination of a range of documents as set out in this guidance
- ensure that the applicant provides details of all names by which they have been known and all addresses where they have lived in the last 5 years
- ensure the application form is fully completed and the information it contains is accurate

If there are any discrepancies in the information provided by the applicant and/or the identity documents supplied, and fraud is not suspected, please seek clarification from the applicant. Failure to do this may compromise the integrity of the CRB service.

Registered bodies must not attempt to amend the application form without the applicant's knowledge and agreement as it will invalidate the declaration by the applicant and may breach data protection legislation.

What you should a Registered Body do if they suspect false identity or documents?

If you suspect that you have been presented with a false identity or documents at the time of application, **do not proceed with the application process.**

To report suspected identity fraud [click here](#)

For further information on identity fraud [click here](#)

If you suspect identity fraud once a CRB check has been submitted, you must contact the CRB.

You are also advised that under Section 8 of the Asylum and Immigration Act 1996 all employers in the United Kingdom are required to make basic document checks to help prevent anyone from working illegally. By carrying out checks employers will be able to establish a defence for themselves if any of their employees are found to be working illegally at a later date.

Further details are available at www.employingmigrantworkers.org.uk/ and the UK Border Agency Employer Helpline on 0845 010 6677.

The following guidance applies to individuals applying for a CRB check and those applying for Lead or Countersignatory status.

Please note that:

- You must only accept valid, current and original documentation.
- You must not accept photocopies.
- You must not accept documentation printed from the internet e.g. internet bank statements.
- Identity information for the applicant's name, date of birth and address recorded in Section A and Section B on the CRB application form must be validated.
- You should, where possible, ask for photographic identity (e.g. passport, new style driving licence, etc. and for this to be compared against the applicant's likeness).
- All documents must be in the applicant's current name as recorded in Section A (see below for guidance on recent changes of name).
- One document must confirm the applicant's date of birth as recorded in Section A.
- You must see at least one document to confirm the applicant's current address as recorded in Section B.
- If the document in the List of Valid Identity Documents below is:

Denoted with * - it should be less than three months old

Denoted with ** - it should be issued within the past 12 months

Not denoted – it can be more than 12 months old.

- You must provide a full and continuous address history covering the last 5 years. Where possible you should seek documentation to confirm this address history.
- You should cross match the applicant's address history with any other information you have been provided with as part of the recruitment, such as their CV. This can highlight if an address has not been given e.g. if the applicant's CV shows that they have worked in Liverpool in the last 5 years but the application form only shows London addresses, you may wish to question the applicant further about this.

Only one document from each of the subgroups in Group 2 should be included in the document count e.g. do not accept two bank statements as two of the required documents, if they are from the same bank.

- You cannot accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.
- If an identity document is provided in a foreign language, you must obtain a translation of that document, certified by a Notary Public.

When applying for Lead or Countersignatory status at least one document must show the applicant's signature.

What identity documents can be used?

The CRB has produced guidance on the type and range of identity documents that must be used by the Countersignatory or approved person, to validate the applicant's identity. These documents are

divided into two groups: Group 1 and Group 2. The number of documents from each group the Countersignatory or approved person needs to see are detailed below.

If you have insufficient identity documents, please contact the CRB Information Line on 0870 90 90 811 for further guidance.

How many documents must be provided?

At least three documents must be provided:

- If the applicant can produce a document from group one, three documents must be seen in total - one document from group one plus any two from groups one or two.
- If the applicant cannot produce a group one document, five documents from group two must be seen.

List of Valid Identity Documents

Group 1

- Passport
- EU National Identity Card
- Identity Card for Foreign Nationals (ICFN) / Biometric residence permit
- Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands; either photocard or paper (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
- Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- HM Forces ID Card (UK)
- Firearms Licence (UK)
- Adoption Certificate (UK and Channel Islands)

Group 2

- Marriage/Civil Partnership Certificate
- Birth Certificate
- Vehicle Registration Document (Document V5 old style and V5C new style only)
- National Insurance Card / letter (UK & Channel Islands)
- NHS Card (UK & Channel Islands)
- Connexions Card; including those cards carrying the PASS accreditation logo (UK & Channel Islands)
- General Medical Council (GMC) Certificate
- Mail Order Catalogue Statement*
- Bank/Building Society Statement*

- Utility Bill* - electricity, gas, water, telephone – including mobile phone contract/bill Exam Certificate e.g. GCSE, NVQ, O Levels, Degree
- Documentation issued by Court Services*
- Addressed Payslip *
- Credit Card Statement *
- Store Card Statement *
- Benefit Statement* - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*:
e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- Letter from a Head Teacher*
- Financial Statement ** - e.g. pension, endowment, ISA
- P45/P60 Statement **(UK & Channel Islands)
- Court Claim Form** (UK)
- TV Licence**
- Mortgage Statement **
- Insurance Certificate **
- Council Tax Statement (UK & Channel Islands) **
- Work Permit/Visa (UK) **
- CRB, Disclosure Scotland and ISA Certificate (UK)**

GMC Registration Certificates now form part of the Group 2 authentication documentation accepted by the CRB. It should be noted that information on these certificates becomes outdated rapidly. Up to date information about a doctor's registration status can be obtained by checking the List of Registered Medical Practitioners at <http://www.gmc-uk.org/>

- One of the following documents from the United Kingdom Borders Agency (UKBA) (formerly the Immigration and Nationality Directorate – IND) (UK):

Do not use more than one of the following documents - this list is subject to amendment.

- Convention Travel Document (CTD) - Blue
- Stateless Person's Document (SPD) - Red
- Certificate of Travel (CIT) - Brown (Formerly Certificate of Identity)
- Application Registration Card (ARC)
- Immigration Status Document (ISD)
- Certificate of British Nationality (UK)

At least one document must confirm the applicant's current address and at least one document must confirm the applicant's date of birth.

How can I check Driving Licences?

Do not accept licenses, other than those stated in the list of valid identity documents. English, Welsh and Scottish driving licence numbers contain information about the applicant's name, sex

and date of birth. This information is written in a special format but can be gleaned and matched against the information provided by the applicant in Section A.

Please note that the date of birth on English, Welsh and Scottish driving licences, issued before 1977, is not recorded as a separate entry on the licence. The date of birth can be deciphered from the driving licence number and checked against the date of birth field on the application form.

For example the format of the number for Christine Josephine Robinson, born 2 July 1975

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ROBIN 757025 CJ99901  
NNNNN YMMDDY IICCCC
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N = 1st five letters of the surname (if the surname begins MAC or MC it is treated as MC for all).

Y = YEAR of birth.

M = MONTH of birth (In the case of a female, the number represented by the first M will have the value 5 added to the first digit e.g. a female born in November (i.e. 11) would display '61' in the MM boxes or if born in February (i.e. 02) would display '52').

D = DAY of month of birth.

I = Initial letter of the first two forenames - if only one, then 9 will replace the second letter. If the licence indicates that the applicant has a middle name, ensure that one has been provided in Section A.

C = Computer generated.

Please note, for Northern Ireland; Isle of Man and Jersey driving licences the licence number is in a different format. The licence number is unique to the driver and the 'name' or 'date of birth' validation, as shown above, cannot be used.

What if the applicant has been adopted?

Registered Bodies should inform applicants that if they were adopted before the age of 10, they do not need to provide their surname at birth in Section A of the Disclosure application form, they should give their adoptive name in this section.

This is because the age of criminal responsibility is deemed to be 10 years, under the Children and Young Persons Act 1933, Chapter 12, Section 50. This means that there is no possibility that an individual could have a criminal record in a name that was used until the age of 10.

What if the applicant has changed their name recently and cannot provide ID documents in this new name?

Documents in a previous name can be accepted ONLY where the applicant can provide documentation supporting a recent change because of:

- Marriage/civil partnership {marriage/civil partnership certificate
- divorce/civil partnership dissolution {decree absolute/civil partnership dissolution certificate}

- deed poll {Deed Poll certificate}

In these instances, you must:

1. Return a 'Continuation Sheet' with the application form clearly stating

- current and previous names
- date of the change
- reason for the change
- the document you have seen to support this change

2. Ensure that all 'Previous names' and 'Dates used' are recorded in Section A (Additional Personal Details)

How do I check for indicators of fraud?

Always check for signs of tampering when checking identity documents. Documents should be queried if they display any signs of damage, especially in the areas of personal details such as the name and the photograph. The following guidelines should help you look out for any suspicious signs when authenticating documents.

Checking a passport

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 substitution. 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. If the passport is from a foreign national, you can still follow the same general procedures as above.

Checking a photo driving licence

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

Checking an old style driving licence (no photograph)

Remove the document from the plastic wallet and check that it is 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 bearer's 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.

Checking a birth certificate

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 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.

Checking an EU photo identity card

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

Checking an HM Forces ID card

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

Checking a firearms licence

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.

Other forms of identification

Ensure all letters and statements are recent, i.e. within a 3 month period. Do not accept documentation printed from the internet. Check letter headed paper is used, bank headers are correct and all documentation looks genuine. The address should be cross-referenced with that quoted in Section B.

For further information or if you are unsure about any part of the ID checking process contact the CRB helpline on 0870 9090 811.

This document is available in a number of other languages and formats, please contact the CRB on 0870 90 90 811

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