

Information for CWOs: Section X and the ID checking process

The ARA as a Registered Body, and the CWOs as identity checkers, play an important role in the provision of the Disclosure service. The ARA will only accept Disclosure application forms that have had the identity of the applicant checked by an appointed CWO, or other approved document checker. The person checking the identity of the applicant must:

- Check and validate the information provided by the applicant on the application form
- 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.

Failure to do this may compromise the integrity of the Disclosure service. If you are unsure about any part of the ID checking process, please contact the ARA Child Protection Administrator or the ARA Child Protection Officer on 020 8237 6700.

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 (e.g. name, date of birth, address etc.) recorded in Section X on the Disclosure application form must be cross-matched with those provided by the applicant in sections A-C.
- You must 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 A. Only place a cross (x) in Section X15 if you have seen two documents.
- 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.
- If the applicant has completed any part of Section X on the application form, you must cross out any information that has not been seen by the approved document checker.
- 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.

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 approved CWO/document checker, 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 CWO / approved document checker needs to see is set out in the following flow diagram.

If you have insufficient identity documents, please contact the ARA Child Protection Administrator on 020 8237 6700 or CRB Information Line on 0870 90 90 811 for further guidance.

How many documents do I need to see?

That depends on whether the applicant can produce any documents from Group 1:

Yes, they can – then 3 documents must be seen. One document from Group 1 plus any two from Groups 1 or 2.

No, they can't – then 5 documents to be seen. Five documents from Group 2

List of Valid Identity Documents

Group 1

Passport	EU National Identity Card
Driving Licence (UK) (Full or provisional) -England/ Wales/ Scotland/ Northern Ireland/ Isle of Man ; either photocard or paper (a photo card is only valid if the individual presents it with the counterpart licence)	Birth Certificate (UK) - 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)	

Group 2

Marriage/Civil Partnership Certificate	Financial Statement ** - e.g. pension, endowment, ISA
Birth Certificate	Vehicle Registration Document (Document V5 old style and V5C new style only)
P45/P60 Statement (UK) **	Mail Order Catalogue Statement *
Bank/Building Society Statement *	Court Claim Form (UK) ** - Documentation issued by Court Services
Utility Bill* - electricity, gas, water, telephone – including mobile phone contract/bill	Exam Certificate e.g. GCSE, NVQ, O Levels, Degree
TV Licence **	Addressed Payslip *
Credit Card Statement *	National Insurance Card (UK)
Store Card Statement *	NHS Card (UK)

Mortgage Statement **	Benefit Statement* - e.g. Child Allowance, Pension
Insurance Certificate **	Certificate of British Nationality (UK)
Council Tax Statement (UK) **	Work Permit/Visa (UK) **
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	One of the following documents from the Borders and Immigration Agency (BIA) (formerly the Immigration and Nationality Directorate – IND) (UK): <i>Do not use more than one of the following documents</i> Convention Travel Document (CTD) - Blue Stateless Person's Document (SPD) - Red Certificate of Identity (CID) - Brown Application Registration Card (ARC) Immigration Status Document (ISD)
CRB Disclosure Certificate **	Letter from a Head Teacher *
Connexions Card (UK)	

*documentation should be less than three months old

**issued within past 12 months

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

This list is subject to amendment.

What do I do if I can't record all of the documents that I have seen in Section X?

Where it is possible, try to record the identity documents seen in Section X. Where this is not possible, list all documents seen on a continuation sheet, this can simply be a sheet of A4 paper and return this with the application form. Please include the name of the applicant, the application form reference number and the Registered Body number on the sheet. An example of this is below.

Example of a continuation sheet:

Form reference number: F012345678910

Registered Body number: 12345678901

Applicant name: John Smith

Address: 3 The Road, The Town, The County A12 ABC

Documents Seen:

- Marriage/Civil Partnership Certificate
- P60 Statement
- Barclays Bank Statement
- Burtons Credit Card Statement
- House Of Fraser Store Card Statement

How can I check Driving Licences?

Do not accept licences, 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-C. 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 must be deciphered from the driving licence number and entered in the relevant field on the application form. For example the format of the number for Christine Josephine Robinson, born 2 July 1975

R O B I N 7 5 7 0 2 5 C J 9 9 9 0 1
N N N N N Y M M D D Y I I C C C C C

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 driving licences the 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. Do not accept licences from British dependencies (e.g. Gibraltar, Channel Islands and Falkland Islands).

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 C 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 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

Ensure that all 'Previous names' and 'Dates used' are recorded in Section B (Other Names)

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 table of guidelines should help you look out for any suspicious signs when authenticating documents.

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.

Photo driving licence: examine the licence for evidence of photo tampering or any amendment of the printed details.

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.

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.

EU Photo Identity Card: examine the card for evidence of photo tampering or any amendment of the printed details.

HM Forces ID Card: examine the card for evidence of photo tampering or any amendment of the printed details.

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 A.

Adapted from the CRB Guidance Document Dip002
April 2008.