

6. Verifying Identification for DBS (England only)

Membership Secretaries play an important role in the provision of the Disclosure service, in particular you need to:

- 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 the 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.

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.

1. When reviewing forms of identification (e.g. name, date of birth, address etc.) please cross-reference the information with that provided by the applicant in Sections A-C.
2. 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/appearance)
3. All documents must confirm the applicant's current name as recorded in Section A.
4. One documents **must** confirm the applicant's **date of birth** as recorded in Section A.
5. You must see at least one document to confirm the applicant's **current address** in Section A.
6. The applicant must provide a **full and continuous** address history covering the last 5 years. Where possible you should seek documentation to confirm this address history.

Guidance on the type of ID to be used to verify identity for a DBS application is provided online or the reverse of the 'DBS online – ID checking' form.

What documents do I need to see for a DBS application?

As the Membership Secretary one of your main responsibilities is to witness a member's identity documents and verify their DBS application either online or by paper. This is to ensure that the person completing the application form is who they say they are.

The online DBS system will instruct you as to what ID you need to see for each application. However for those completing a paper form you will need to follow the guidance below.

If you're in doubt as to what to check please contact us at info@woodcraft.org.uk.

List of Identity Documents you can verify for a DBS application

Group 1 – Primary Trusted ID	Group 2a – Government/State Issued documents	Group 2b – Financial /Social history documents
<ul style="list-style-type: none"> • Current valid Passport. • Current Driving Licence (UK) <i>(Full or provisional) Isle of Man /Channel Islands; Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey).</i> • Birth Certificate issued at the time of birth 	<ul style="list-style-type: none"> • Current UK Driving licence <i>(old style paper version).</i> • Current Non-UK Photo Driving licence • Birth Certificate (UK) issued after the time of birth • Marriage/Civil Partnership Certificate • Adoption Certificate • HM Forces ID Card • Fire Arms Licence <i>(UK and Channel Islands).</i> 	<ul style="list-style-type: none"> • Mortgage Statement (UK or EEA) • Bank/Building Society Statement /Opening Confirmation Letter • Credit Card Statement • Financial Statement • P45/P60 Statement • Council Tax Statement • Work Permit/Visa (UK) • Letter of Sponsorship from future employment provider <i>(Non-UK/Non-EEA only)</i> • Utility Bill <i>Not Mobile Telephone</i> • Benefit Statement • A document from Central/ Local Gov/ Government Agency/ Local Authority • EU National ID card • Letter from Head teacher <i>(16/17yrs only)</i>

Verifying a paper DBS application - completing Section W-X form (England & Wales)

From time to time you may have to verify a paper DBS application form see instructions of how to below:

1. Before completing Section W you should first ensure that the applicant has completed their part of the form correctly.
2. As you check each document you should enter and X in the relevant verification check box to the right of the form (registered body use only). You should then enter your name in W58 and check W59 to confirm you have witnessed the relevant ID.
3. In Section X, Line 61 you should enter the position applied **CHILD WORKFORCE** followed by **VOLUNTEER YOUTH LEADER** on the second line and the organisation name **WOODCRAFT FOLK**.
4. Once completed please return application form to Folk Office for processing.

7. Verifying ID for PVG (Scotland only)

As part of your role in supporting a member complete a PVG application form it is also your responsibility to ensure the person completing the application form is who they say they are by checking their identification and completing the coversheet. The minimum identification you must check is either one document with a photograph and one document with their current home address or 3 documents (not photographic), 2 of which must have their current home address.

The followings lists are provided for your guidance. As Membership Secretary you should seek evidence of identity from amongst the items suggested. If you're in doubt as to what to check please contact us at info@woodcraft.org.uk.

Range of possible photographic verification that may be used:

1. Passport (e.g. UK or other country);
2. Driving Licence with photograph;
3. Other forms of photo ID – Current UK Government Department pass/card, Employee ID Card, NHS Scotland ID card, Armed Forces ID card, National Union Student ID, Univeristy ID, Young Scot Card

Range of possible Address verification documentation that may be used:

Please note that the address information should detail the current address.

1. Bank or Building society statement (**within the last 3 months**)
2. A Utility bill (**within the last 3 months**)
3. Credit or store card statement (**within the last 3 months**)
4. Financial statement (e.g. mortgage, personal loan, ISA) (**within the last 3 months**)
5. Correspondence from statutory bodies (e.g. Benefits Agency, Employment services, central or local/government departments (**within the last 3 months**))
6. Pension or other benefit books
7. Visa
8. Work permit
9. Driving Licence without photograph

Where you cannot provide Photographic evidence of Identity i.e. passport

If the applicant does not have the required documentation for photographic evidence then they should supply a passport sizes photograph and a letter signed and dated by a responsible person (school guidance teacher, minister of religion, line manager etc) which states **“I certify that [name of person] residing at [enter full address] has been known by me for [enter duration of time]. Sign, insert address and date.”** Please note this letter should not be completed by the same person countersigning the CRBS multiple coversheet.

Photographic Driving Licence – The new style photographic drivers licence which contains address information would satisfy as evidence of either photographic evidence or present address verification. **Please note you cannot use a photographic driving Licence to prove both identity and home address on the same PVG application.**

Completing PART E of the PVG application, CRBS coversheet and Woodcraft Folk ID Declaration form (Scotland only)

Membership Secretaries in Scotland need to complete PART E of the PVG application form noting the ID they have witnessed. They will also need to complete the CRBS cover sheet listing the names of all the applicants. All other parts of the form will be completed by the Membership & Groups Officer. The coversheet is submitted to the CRBS along with the PVG application forms.

As well as completing the coversheet the Membership Secretary also has to complete the Woodcraft ID declaration form. This form is confirmation to the Membership & Groups Officer (countersignatory) based at Folk Office that the applicants ID was verified in accordance with the CRBS guidance. Examples of both forms can be found in the appendices.

Please be aware that the processing can take some time during the applicant should not be taking sole responsibility of children and young people at this time. A certificate will be issued to the applicant and Folk office. The information contained within it will be considered in line with our Members Screening policy and our Recruitment of ex-offenders.

Types of ID and what to look out for both DBS & PVG

How can I check Driving Licence?

Do not accept licences, other than those stated in the list of valid identity documents. English, Welsh and Scottish driving licences 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.

An example format of a driving licence number below.

**ROBIN 7 5 7 0 2 5 CJ99901
NNNNN YM MDDY IICCCCC**

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 – of only one, then 9 will replace the second letter. If the licence indicates that the applicant has a middle name, ensure that one had been provided in Section A line 3.

C = Computer generated.

Please note, for Northern Ireland driving licences 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)

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

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.

Checking a birth certificate

Birth certificates are not evidence of identity, and are easily obtained. Although certificates issued at the time of birth may give more confidence that it belongs to the individual, unlike a recently issued certificate they will not show if any information has been corrected or superseded by a new registration. 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 & 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 letter 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, Check letter headers are correct and all documentation looks genuine. The address should be cross reference with that quoted in Section A.