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, if	applica	ble) of	applica	ant*														
Applicant's membership	number	(if knov	vn)																
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 N	/I M	Υ	Υ														
Identity details																			
Group 1 – please ti	ck the	box r	ext t	o the	doc	amer	ıts b	eing	used	l, one of	these	do	cum	en	ts m	ust b	e se	lect	ed
Passport (any nati	onality)																	
Passport number		, 								Issue date	D	D	M	M	Υ	Y			
Applicant's nationality																			
Date of birth D D	М	M Y	Υ]						Expiry date	D	D	М	M	Y	Y]		
				J															
Biometric residence	-	it (UK)															٦		
Biometric permit numbe							7			Issue date	D	D	M	M	Y	Y			
Does the applicant have	infinite	leave to	o remai	n in th	e UK?	Υ		N		Expiry date	D	D	M	M	Y	Y			
Driving licence – p	hotoca	rd (UK,	Isle of	Man,	Chan	nel Isl	ands	and EE	A)										
When recording the dincluding the two sep							ou re	ecord tl	ne en	itire 18-dig	it nun	nber	with	no	space	es,			
Country of issue									<u> </u>										Τ
Driving licence number											7								
Valid from D D	M	MY	Υ]			Driv	ving lice	nce d	late of birth	D	D	M	M	Y	Y			
Date applicant entered			ng licen	ce)) D	M	M	Y	Y								_		
Adoption certificate (UK and Channel Islands)																			
Adoption certifica	te (UK	and Ch	annel	sland	s)														
Country of issue	te (UK		annel	sland	s)					Issue date	D	D	M	M	Y	Υ			

Birth certificate – issued within 12 months of the applicant's birth (UK and Channel Islands)								
Birth certificate date of birth DDMMYY								
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 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 DDMMYYY Valid to DDMMYYY								
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								
Marriage/civil partnership certificate (UK and Channel Islands)								
Issue date D D M M Y Y								
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 D D	и м 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 yea	ar-old	ls in f	full-tir	ne e	ducat	on if o	ther		
documents cannot be provided) Issue date DDMMY	Υ										
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											
Issue date D D M M Y Y											
Documents issued within the last 12 months:											
Council Tax statement (UK and Channel Islands)	Issue date	D	D	M	M	Y	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	Υ				
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		Б	2.0	D //	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	1/	7			
	Issue date	D	D	M	M	Y	Y]			
Bank or building society statement (UK, Channel Islands or EEA)		D	D	M	M	Y	Y]			
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	М	М	Y	Υ				
Electricity bill/statement (UK)	Issue date	D	D	M	M	Y	Y				
Gas bill/statement (UK)	Issue date	D	D	M	M	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	Υ				
Water bill/statement	Issue date	D	D	M	M	Y	Y				
Benefit statement eg child benefit, pension (UK)	Issue date	D	D	M	М	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			1								

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								