

ID Checking Guidelines for Basic DBS / Basic Scotland applications – Single applicants

Introduction

The applicant must provide a range of ID documents as part of the Basic DBS / Basic Scotland check application process.

This guidance explains what the nominated ID Checker needs to do in order to verify the identity of applicants applying Basic DBS / Basic Scotland checks through www.basicpolicecheck.co.uk.

The nominated ID Checker must be a professional person or someone well-respected in your community ('of good standing') like a:

- bank or building society official
- councillor
- minister of religion
- dentist
- chartered accountant
- solicitor or notary
- teacher or lecturer

The nominated ID checker shouldn't be:

- related to the applicant (by birth or marriage)
- living at the same address as the applicant
- in a relationship with the applicant

The applicant must show, in person, their original ID documents (not copies) to the nominated ID Checker to prove their identity.

The applicant must provide at least 3 x ID documents as stipulated in the list of Acceptable ID documents available on www.basicpolicecheck.co.uk as part of the basic check application process.

As a Nominated ID Checker you must:

- follow the ID checking process, as outlined in our guidance, using the list of Acceptable ID documents available to view on <http://basicpolicecheck.co.uk>
- check and validate the information provided by the applicant on the ID Verification form
- establish the true identity of the applicant through the face to face examination of a range of documents as set out in the list of Acceptable ID available to view on basicpolicecheck.co.uk.
- make sure the applicant provides details of all names by which they have been known
- make sure the applicant provides details of all addresses where they have lived in the last 5 years

- check that the application form is fully completed and the information it contains is accurate. Failing to do this can result in delays

If there are any discrepancies in the information provided by the applicant and/or the identity documents supplied, and fraud is not suspected, please ask the applicant to clarify before the application is submitted.

What the nominated ID Checker must do as part of the ID checking process

- You must only accept valid, current and original documentation
- You must not accept photocopies
- You must not accept documentation printed from the internet, for example, internet bank statements
- Identity information for the applicant's name, date of birth and address must be validated
- You should, in the first instance, seek documents with photographic identity (e.g. passport, new style driving licence, etc.) and compare this against the applicant's likeness
- All documents must be in the applicant's current name as recorded on the application form
- You must ensure that the applicant declares all previous name changes, and provides documentary proof to support the change of name. If the applicant is unable to provide proof to support the change of name, you should hold a probing discussion with the applicant about the reasons why, before validating their identity
- You should cross-match the applicant's address history with any other information you have been given, such as their CV. This can highlight if an address has not been given. For example, if the applicant's CV shows that they have worked in Liverpool in the last 5 years, but the application form shows only London addresses, you may wish to question the applicant
- a document from each of the groups should be included only once in the document count. As one example, don't accept two bank statements as two of the required documents, if they are from the same bank
- You should not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents

Applicants who have been adopted

If they were adopted before the age of 10, they do not need to provide their surname at birth. 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.

Checking 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.

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

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.

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.

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. The National Document Fraud Unit (NDFU) in the Home Office has published [guidance on examining identity documents](#) to detect basic forgeries.

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 procedures as above.

Her Majesty's Passport Office has produced a guide to be used when [checking passports for identification](#).

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 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.

The following list provides some general information about certificate completion which may help to establish whether the certificate and/or the details have been falsified. This is provided solely as a guide and is not exhaustive:

- the certificate format used should be appropriate for the year of registration.

- only the surname should be entered in upper case, not the forename(s).
- dates of birth should be shown with the day and month in words and the year in figures.

The following information might indicate that the certificate has been altered:

- the spacing between falsely added particulars might be irregular compared to the original information. 'Thick' or 'thin' spacing might infer particulars have been added.
- false particulars might not have been aligned with other words.
- characters may not be of the same size or shape with the rest of the particulars.
- movement of handwriting may look mechanical and does not flow with the rest of the particulars.
- changes might not be consistent e.g. parents' surnames might be altered, but not the signatures.
- the area around falsely added or removed particulars may react differently under an ultraviolet light i.e. show signs of staining. In addition, such areas of paper may appear thinner where the paper fibres have been disturbed by abrasion.

For more information on checking birth certificates, please refer to Her Majesty's Passport Office document General Register Office guide to birth certificates.

Checking an EEA 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.

Checking a biometric residence permit

View the features of a permit and [how to check a job applicant's biometric residence permit](#) to see if they have a right to work in the UK.

Other types of ID

Ensure all letters and statements are recent, i.e. within a three 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 provided by the applicant.

What should you do if you 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.

- Report suspected identity fraud through the [Action Fraud website](#)
- Further information on identity fraud can be found on the [Metropolitan police website](#)
- If you suspect identity fraud once a DBS check has been submitted, you must call us on 03000 200 190

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 on the [UK visas and immigration website](#) or by calling the employer helpline on 0845 010 6677.

Where to go for help to check non-UK issued identity and travel documents

You can go to the [public register of authentic identity and travel documents online](#) on the PRADO website to identify the basic safeguards contained in European documents and a few more other nationality documents.

The PRADO website is provided by the Council of European Union.