

IDENTITY CHECKING FORM

UKHQ, England, Wales and
British Scouting Overseas roles only

Version 4 - January 2018



scouts.org.uk/appointment

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** for further 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 applicable) of applicant*

Applicant's membership number (if known)

Role of applicant*

Applicant's phone number

Applicant's email

Applicant's address*

Town*

County

Postcode*

Country*

Applicant's Nationality* UK EEA Other

Applicant's date of birth*

Identity details

Group 1 – please tick the box next to the documents being used, one of these documents must be selected

Passport (any nationality)

Passport number Issue date

Applicant's nationality

Date of birth Expiry date

Biometric residence permit (UK)

Biometric permit number Issue date

Does the applicant have infinite leave to remain in the UK? Y N Expiry date

Driving licence – photocard (UK, Isle of Man, Channel Islands and EEA)

When recording the driving license number, please ensure you record the entire 18-digit number with no spaces, including the two separate digits at the end of the number.

Country of issue

Driving licence number

Valid from Driving licence date of birth

Date applicant entered UK (if EEA driving licence)

Adoption certificate (UK and Channel Islands)

Country of issue Issue date

Date of birth on certificate

Birth certificate – issued within 12 months of the applicant’s birth (UK and Channel Islands)

Birth certificate date of birth

D	D	M	M	Y	Y
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Country of issue

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Issue date

D	D	M	M	Y	Y
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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

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Driving licence number

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Valid from

D	D	M	M	Y	Y
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 Driving licence date of birth Valid from

D	D	M	M	Y	Y
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Date applicant entered UK

D	D	M	M	Y	Y
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Firearms licence (UK, Channel Islands and Isle of Man)

Firearms licence number

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Firearms licence date of birth

D	D	M	M	Y	Y
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 Issue date

D	D	M	M	Y	Y
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Valid from

D	D	M	M	Y	Y
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 Valid to

D	D	M	M	Y	Y
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Firearms licence postcode

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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

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Date of birth on card

D	D	M	M	Y	Y
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Card expiry date

D	D	M	M	Y	Y
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First initial of forename as it appears on card

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Surname as on card

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Marriage/civil partnership certificate (UK and Channel Islands)

Issue date

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Immigration document, visa or work permit (Issued by a country outside the EEA)

Issue date

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 Date of birth

D	D	M	M	Y	Y
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Issue Country

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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

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Date of birth on card

D	D	M	M	Y	Y
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 Does this card have the PASS logo Y N

EEA National ID card Date of birth on card

Issue country

Expiry date

Letter from Head Teacher or College Principal of a UK institution (only to be used by 16 to 19 year-olds in full-time education if other documents cannot be provided) Issue date

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

Documents issued within the last 12 months:

Council Tax statement (UK and Channel Islands) Issue date

Financial statement eg pension, endowment, ISA (UK) Issue date

Mortgage statement (UK or EEA) Issue date

P45 certificate statement (UK and Channel Islands) Issue date

P60 certificate statement (UK and Channel Islands) Issue date

NI number on P45/P60

Documents issued within the last three months:

Bank or building society account opening confirmation letter (UK) Issue date

Bank or building society statement (UK, Channel Islands or EEA) Issue date

Bank or building society statement (countries outside of the EEA, branch must be in the country where the applicant lives and works) Issue date

Electricity bill/statement (UK) Issue date

Gas bill/statement (UK) Issue date

Credit card statement (UK or EEA) Issue date

Telephone bill/statement (not mobile telephone) (UK) Issue date

Water bill/statement Issue date

Benefit statement eg child benefit, pension (UK) Issue date

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

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

