

# IDENTITY CHECKING FORM

For England and Wales only

Version 2 - November 2015



[scouts.org.uk/appointment](http://scouts.org.uk/appointment)

The Identity Checking Form can be used by any person completing the identity checks for adults in England and Wales 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

Name of applicant\*

Applicant's membership number (if known)

Role of applicant\*

Applicants phone number

Applicants email

Applicant's address\*

Town\*

County

Postcode\*

Country\*

Applicant's date of birth\*

## Identity details

### Group 1 – please tick the box next to the documents being used

**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 EU)**

**When recording the driving licence number, please ensure you record the entire 18-digit number with no spaces.**

Country of issue

Driving licence number

Driving licence date of birth  Valid from

Date applicant entered UK (if EU 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

Country of issue

Issue date

**Group 2a – please tick the box next to the documents being used**

**Driving licence – photocard (issued outside the UK and EU) or paper version issued without a photocard (UK, Isle of Man, Channel Islands, EU)**

**When recording the driving licence number, please ensure you record the entire 18-digit number with no spaces.**

Country of issue

Driving licence number

Driving licence date of birth       Valid from

Date applicant entered UK

**Firearms licence (UK, Channel Islands and Isle of Man)**

Firearms licence number

Firearms licence date of birth       Issue date

Valid from       Valid to

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

Card expiry date

First initial of forename as it appears on card

Surname as on card

**Marriage/civil partnership certificate (UK and Channel Islands)**

Issue date

**Group 2b – please place a tick next to the documents being used**

**Correspondence/ID cards**

Card carrying the PASS accreditation logo (UK and Channel Islands)

Issue date

Date of birth on card

Does this card have the PASS logo Y  N



