Identity Checking Form

UKHQ, England, Wales and British Scouting Overseas roles only



Version 5 November 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 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, 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.

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 2018, the General Data Protection Regulation 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 2018, the General Data Protection Regulation and the DBS Code of Practice.

As part of this form, we collect personal data about you and the applicant. This detail is required so that we can process the DBS application and verify who completed the ID checks.

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 is available on the site, here **scouts.org.uk/appointmentforms**

We take your personal data privacy seriously. The data you provide to us is securely stored by your local ID checker and within the Atlantic Data system. For further detail, please visit our Data Protection Policy here.

Identity checkers must ensure that they have read the statement of fair processing, which is available at **scouts.org.uk.**

Please complete the following pages 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 midd	ame (including middle name, if applicable) of applicant*																				
Applicant's membership number (if known)																					
Role of applicant*																					
Applicant's phone nur	mber																				
Applicant's email																					
Applicant's address*																					
Town*																					
County																					
Postcode*																					
Country*																					
Applicant's nationality* UK EEA Other																					
Applicant's date of bir	rth*	D	D	М	М	Υ	Y														

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	D	D	М	М	Y	Y							
Applicant's nationality														
Date of birth D D M M Y Y	Expiry date	D	D	М	М	Y	Y							
Biometric residence permit (UK)														
Biometric permit number	Issue date	D	D	М	М	Y	Y							
Does the applicant have infinite leave to remain in the UK? Y	Expiry date	D	D	М	М	Y	Υ							
Driving licence – photocard (UK, Isle of Man, Channel Islands and EEA)														
Driving licence – photocard (UK, Isle of Man, Channel Islands and EEA) When recording the driving license number, please ensure you record the entire 18-digi including the two separate digits at the end of the number.	it number wit	n no sp	aces	9										
When recording the driving license number, please ensure you record the entire 18-digi	it number wit	n no sp	baces	9										
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When recording the driving license number, please ensure you record the entire 18-digits including the two separate digits at the end of the number. Country of issue Driving licence number					M	Y	Y							
When recording the driving license number, please ensure you record the entire 18-digit including the two separate digits at the end of the number. Country of issue Driving licence number Valid from D M M Y Y					M	Y	Y							
When recording the driving license number, please ensure you record the entire 18-digits including the two separate digits at the end of the number. Country of issue					M	Y	Y							

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																								
Country of issue																								
Issue date D D M M Y Y																								
Group 2a – please tick the	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	D	D	М	М	Υ	Υ]	D)rivin	g lic	ence	e date	e of	birth	n Vali	d fro	m	D	D	Ν	1	М	Y	Y
Date applicant entered UK	D	D	М	М	Υ	Y																		
Firearms licence (UK, Channel Islands and Isle of Man)																								
Firearms licence number																								
Firearms licence date of birth	D	D	М	М	Y	Y									lssu	ie da	te	D	D	N	1	М	Y	Y
Valid from	D	D	М	М	Y	Υ]								١	/alid	to	D	D	N	1	М	Y	Υ
Firearms licence postcode]																	
HM Forces ID card (UK)																								
	al Nav		card		Briti	sh Δr	mvl) car	d 🗌	☐ R	oval	Air F	Force	⊐ ID	card									
HM Forces ID card type – Roy	al Nav	vy ID	card		Briti	sh Ar	my l	D car	d] R	oyal	Air F	⁼ orc	e ID	card									
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Group 2b – please place a tick next to the documents being used

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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 o	f birth on card	D	D	М	М	Y	Y					
Does this card have the PASS logo Y N													
EEA National ID card D M M Y Y													
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 t		n full-	time	educa	ation	if oth	er					
documents cannot be provided)		Issue date	D	D	М	Μ	Υ	Υ					
Letter of sponsorship from future employment provider (non-UK/non-EEA only – v at time of application)	valid on	ly for applicants	resid	ing o	utside	e of th	ne Uk						
at time of application) Country of residence													
Issue date D D M M Y Y													
Irish Passport Card (Please note, this document cannot be used in conjunction wi	ith an Ir	ish Passport)			I	T							
Card Number		Expiry Date	D	D	М	М	Y	Y					
Documents issued within the last 12 months:													
Council Tax statement (UK and Channel Islands)		Issue date	D	D	М	М	Y	Y					
Financial statement eg pension, endowment, ISA (UK)		Issue date	D	D	М	М	Y	Y					
Mortgage statement (UK or EEA)		Issue date	D	D	М	М	Y	Y					
P45 certificate statement (UK and Channel Islands)		Issue date	D	D	М	М	Y	Y					
P60 certificate statement (UK and Channel Islands)		Issue date	D	D	М	М	Y	Y					
NI number on P45/P60 L L N N N N N N L													
Documents issued within the last 3 months:					1								
Bank or building society account opening confirmation letter (UK)		Issue date	D	D	М	М	Υ	Υ					
Bank or building society statement (UK, Channel Islands or EEA)		Issue date	D	D	М	М	Υ	Υ					
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	Μ	М	Y	Υ					
Electricity bill/statement (UK)		Issue date	D	D	М	М	Y	Y					
Gas bill/statement (UK)		Issue date	D	D	М	М	Υ	Y					
Credit card statement (UK or EEA)		Issue date	D	D	М	М	Y	Y					
Telephone bill/statement (not mobile telephone) (UK)		Issue date	D	D	М	М	Y	Υ					
Water bill/statement		Issue date	D	D	М	М	Υ	Υ					
Benefit statement eg child benefit, pension (UK)		Issue date	D	D	М	М	Υ	Υ					

Document from Central or Local Government, Government Agency or Local Council document giving entitlement

(UK and Channel Islands) – do	cument	1															
Name of entitlement issuing body																	
Issue date D D M M Y	Y																
Document from Central or Lo Islands) – document 2 (this m				<u> </u>	'			ient (givin	g en	titler	nent	(UK	and	Cha	nnel	
Name of entitlement issuing body																	
Issue date D D M M Y	Y																

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													



scouts.org.uk/appointmentforms