

For England and Wales only

Version 2 - November 2015



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** 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 detai	ils																	
Name of applicant*																		
Applicant's membersh	ip nu	ımbe	er (if l	knov	vn)													
Role of applicant*																		
Applicants phone num	nber]						
Applicants email																		
Applicant's address*																		
Town*																		
County																		
Postcode*																		
Country*																		
Applicant's date of bir	th*	D	D	N		N	Y	Y]									

Identity details

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

Passport (any nationality)	
Passport number	Issue date D D M M Y Y
Applicant's nationality	
Date of birth D D M M Y Y	Expiry date D D M M Y Y
Biometric residence permit (UK)	
Biometric permit number	Issue date D D M M Y Y
Does the applicant have infinite leave to remain in the UK? Y	Expiry date D D M M Y Y
Driving licence – photocard (UK, Isle of Man, Channel Islands and EU)	
When recording the driving licence number, please ensure you record the e	entire 18-digit number with no spaces.
When recording the driving licence number, please ensure you record the end of	entire 18-digit number with no spaces.
	entire 18-digit number with no spaces.
Country of issue	Image: Sentire 18-digit number with no spaces. Image: Sentire 18-digit number with number
Country of issue	
Country of issue	
Country of issue	

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

Birth certificate date o	f birt	:h [D	D	Μ	Μ	Y	Υ									
Country of issue																	
Issue date		D	D	Μ	M	Y	Y										

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	D	D	Μ	MY	Υ		Valid	from	D	D	Μ	Μ	Y	Y			
Date applicant entered UK	D	D	Μ	MY	Y												

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

Firearms licence number																		
Firearms licence date of birth	D	D	Μ	Μ	Y	Y				lssu	e da	ite	D	D	Μ	Μ	Υ	Y
Valid from	D	D	Μ	Μ	Y	Y	/			Vali	d to		D	D	Μ	Μ	Y	Y
Firearms licence postcode]										

HM Forces ID card (UK)

HM Forces ID card type	- Royal Navy ID card 📃 Brit	ish Army ID card 📃 Royal Air	r 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	is it appears on card		
Surname as on card			

Marriage/civil partnership certificate (UK and Channel Islands)

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

Correspondence	/ID cards											
			ion lo	go (L	JK ar	Channel Islands) Issue date	D	D	Μ	Μ	Υ	Υ
Date of birth on card	DD	Μ	Μ	Y	Y	Does this card have the PASS logo Y		N				

EU National ID card Date of birth on card	MM	YY	,												
Issue country															
Expiry date D D M M Y Y															
Letter from Head Teacher or College Principal of a UK institution (on documents cannot be provided) Issue date D M N	-	l by 16	i to 1	9 yea	r-old	s in [.]	full-t	ime e	educ	atior	n if o	ther			
Letter of sponsorship from future employment provider (non-UK/non time of application)	n-EEA only –	valid o	only f	or ap	plica	nts r	esidi	ng oi	utsid	e of	the I	JK a	t		
Country of residence															
Issue date D D M M Y Y															
Work permit/visa (residence permit) (UK) Issue date D D M	MY	Υ													
Date of birth D D M M Y Y															
Documents issued within the last 12 months: Council Tax statement (UK and Channel Islands) Issue date D M M Y															
Financial statement eg pension, endowment, ISA (UK) Issue date															
		D	1	1	1	Y									
Mortgage statement (UK or EEA)	Issue date	D	D	Μ	Μ	Y									
		D	I		1	Y									
	Issue date	D	D	Μ	Μ	Υ	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 Y NI number on P45/P60 L L N N N L V V V															
Documents issued within the last three months:	NI number on P45/P60 L L N N N N N L														
Bank or building society account opening confirmation letter (UK)	Issue date	D	D	Μ	Μ	Y	Y	,							
Bank or building society statement (UK, Channel Islands or EEA)	Issue date	D	D	Μ	Μ	Y	Y	7							
Electricity bill/statement (UK)	Issue date	D	D	Μ	Μ	Y	Y	r							
Gas bill/statement (UK)	Issue date	D	D	Μ	Μ	Y	Y	7							
Credit card statement (UK or EEA)	Issue date	D	D	Μ	Μ	Y	Y	7							
Telephone bill/statement (not mobile telephone) (UK)	Issue date	D	D	Μ	Μ	Y	Y	7							
Water bill/statement	Issue date	D	D	Μ	Μ	Y	Y	7							
Benefit statement eg child benefit, pension (UK)	Issue date	D	D	Μ	Μ	Υ	Y	7							
Document from Central or Local Government, Government Agency (UK and Channel Islands) – document 1	or Local Cou	incil de	ocum	ent g	iving	enti	itlem	ent							
Name of entitlement issuing body															
Issue date D D M M Y Y															
Document from Central or Local Government, Government Agency Islands) – document 2 (this must have been issued by a different boo				ent g	iving	enti	itlem	ent (UK a	nd C	Chan	nel			
Name of entitlement issuing body															

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:

Forer	name*																		
Surna	ame*																		
	bership ature*	o numl	oer*																
Date	* D	D	Μ	М	Y	Y	/												