

# Identity Checking Form

UKHQ, England, Wales and  
British Scouting Overseas roles only

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](mailto: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](https://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](https://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 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

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 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

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

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

Birth certificate date of birth

Issue date

Country of issue

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

Issue date

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

Issue date

Date of birth

Issue Country

**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

Date of birth on card

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

**Irish Passport Card** (Please note, this document cannot be used in conjunction with an Irish Passport)

Card Number

Expiry 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 3 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

**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\*

