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 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 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* D D M M Y 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 | e D D M M Y Y |
| Applicant's nationality | |
| Date of birth D D M M Y Y Expiry date | e D D M M Y Y |
| Biometric residence permit (UK) | |
| Biometric permit number Issue date | e D D M M Y Y |
| Does the applicant have infinite leave to remain in the UK? Y N Expiry date | e D D M M Y Y |
| 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 wi including the two separate digits at the end of the number. | th no spaces, |
| Country of issue | |
| Driving licence number | |
| Valid from D D M M Y Y Driving licence date of birt | th D D M M Y Y |
| Date applicant entered UK (if EEA driving licence) | |
| Adoption certificate (UK and Channel Islands) | |
| Country of issue D D M M Y Y | e DDMMYY |
| Date of birth on certificate D D M 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 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 n | no spaces. | | | | | | | | | | | | |
| Country of issue | | | | | | | | | | | | | |
| Driving licence number | | | | | | | | | | | | | |
| Valid from D D M M Y Y Driving licence date of birth Valid from | D D M M Y Y | | | | | | | | | | | | |
| Date applicant entered UK D D M M Y Y | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Firearms licence (UK, Channel Islands and Isle of Man) | | | | | | | | | | | | | |
| Firearms licence number | | | | | | | | | | | | | |
| Firearms licence date of birth D D M M Y Y Issue date | D D M M Y Y | | | | | | | | | | | | |
| Valid from D D M M Y Y V | D D M M Y Y | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | |
| HM Forces ID card type – Royal Navy ID card British Army ID card Royal Air Force ID card Card number | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Card number | | | | | | | | | | | | | |
| Card number Date of birth on card D M M Y Y | | | | | | | | | | | | | |
| Card number Date of birth on card D D M M Y Y Card expiry date D D M M Y Y | | | | | | | | | | | | | |
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| Card number Date of birth on card D M M Y Card expiry date D M M Y 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) | D D M M Y Y | | | | | | | | | | | | |
| 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 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 D D M M Y Y Issue date Country of issue | D D M M Y Y | | | | | | | | | | | | |
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| 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 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 D D M M Y Y Issue date Country of issue Marriage/civil partnership certificate (UK and Channel Islands) Issue date D D M M Y Y | | | | | | | | | | | | | |

| 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 D D M M Y Y Date of b | D | D | М | М | Υ | Υ | | | | | | |
| Does this card have the PASS logo Y N | | | | | | | | | | | | |
| EEA National ID card Date of b | D | D | М | М | Υ | Υ | | | | | | |
| 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 to 2 | | n full- | time (| educa | ation | f oth | er | | | | | |
| documents cannot be provided) | Issue date | D | D | М | М | Υ | Υ | | | | | |
| Letter of sponsorship from future employment provider (non-UK/non-EEA only – valid only at time of application) | for applicants | resid | ing o | utside | e of th | ne Uk | | | | | | |
| Country of residence | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Issue date DDMMMYY | | | | | | | | | | | | |
| Irish Passport Card (Please note, this document cannot be used in conjunction with an Irish | Passport) | | | | | | | | | | | |
| | Expiry Date | D | D | М | М | Υ | Y | | | | | |
| | , | | | | | | لت | | | | | |
| Documents issued within the last 12 months: | | | | | | | | | | | | |
| Council Tax statement (UK and Channel Islands) | Issue date | D | D | М | М | Υ | Υ | | | | | |
| Financial statement eg pension, endowment, ISA (UK) | Issue date | D | D | М | М | Υ | Υ | | | | | |
| Mortgage statement (UK or EEA) | Issue date | D | D | М | М | Υ | Υ | | | | | |
| P45 certificate statement (UK and Channel Islands) | Issue date | D | D | М | М | Υ | Υ | | | | | |
| P60 certificate statement (UK and Channel Islands) | Issue date | D | D | М | М | Υ | Υ | | | | | |
| NI number on P45/P60 L L N N N N N L | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Documents issued within the last 3 months: | | | | | | | | | | | | |
| 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) | 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) | D | D | М | М | Υ | Υ | | | | | | |
| Electricity bill/statement (UK) | Issue date | D | D | М | М | Υ | Υ | | | | | |
| Gas bill/statement (UK) | D | D | М | М | Υ | Υ | | | | | | |
| Credit card statement (UK or EEA) | D | D | М | М | Υ | Υ | | | | | | |
| Telephone bill/statement (not mobile telephone) (UK) | Issue date | D | D | М | М | Υ | Υ | | | | | |
| Water bill/statement | D | D | М | М | Υ | Υ | | | | | | |
| Benefit statement eg child benefit, pension (UK) | D | D | М | М | Υ | Υ | | | | | | |
| Document from Central or Local Government, Government Agency or Local Council document | ent aivina en | titlem | ent | | | | | | | | | |

| (UK and Channel Isla | nds) – d | ocume | nt 1 | | | | | | | | | | | | | | | | | | |
|--|----------|-------|-------|-------|--------|-------|------|--------|---------|------|------|------|-------|-------|------|-------|------|-------|--|--|--|
| Name of entitlement issui | ng body | | | | | | | | | | | | | | | | | | | | |
| Issue date D D M | M | Y | | | | | | | | | | | | | | | | | | | |
| 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 issui | ng body | , | | | | | | | | | | | | | | | | | | | |
| Issue date D D M | М | Y | | | | | | | | | | | | | | | | | | | |
| Identity checker decla | ration | | | | | | | | | | | | | | | | | | | | |
| I confirm that the applican and address, and at least documents provided. I und Identify checked by: Forename* | one doc | ument | shows | the a | applic | ant's | date | of bir | th. I h | nave | ente | ered | the a | appli | cant | 's pe | rson | al de | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| Surname* | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| Membership number* | | | | | | | | | | | | | | | | | | | | | |
| Signature* | | | | ' | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| Date* D D M M | IY | Y | | | | | | | | | | | | | | | | | | | |

