

**IDENTIFICATION DOCUMENT (ID) FORM**

**PLEASE RETURN THE COMPLETED (ID) FORM TO: Archery GB Membership Services, Lilleshall National Sports and Conferencing Centre, Newport, Shropshire TF10 9AT, or you can scan the completed form and attach to an e-mail and send it to** [andrea.holmes@archerygb.org](mailto:andrea.holmes@archerygb.org)

**This form must be completed by the Agreed Verifier: Club Chairman; Treasurer; Secretary; Child Protection Officer; Level 1 Course Administrator; Archery GB Performance Co-ordinator and Archery GB Counter Signatories**

**THIS FORM MUST NOT BE COMPLETED BY A RELATIVE OF THE APPLICANT I.E HUSBAND/WIFE; COHABITEE, PARENT, ETC**

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| Applicant’s Details i.e. the person undergoing the DBS Enhanced check: | 1) Title: Mr, Mrs, Miss, Ms, Other; (Please state): |
|  | 2) Surname: |
|  | 3) Forename(s): |
|  | 4) Has the applicant been known by any other names? YES/NO  If ‘YES’ please provide the following information:  Surname: ……………………………………………………………………… Forename(s): ……………………………………………………………………..  Dates from and to: …………………………………………………………………….  Please use a separate sheet of paper if you require additional space |
| Applicant’s Archery GB Membership Number: |  |
| Applicant’s Archery GB Club |  |

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| Contact Details: Current Address: | Address: ……………………………………………………………………………  Town/City: …………………………………………………………………………..  County: ………………………………………………………………………….  Country: ………………………………………………………………………….  UK Postcode: …………………………………………………………………………  At Address since: (Insert Date) ……………………………………………………  Other Addresses: You must provide all other addresses where the applicant has lived in the last 5 years: (Please use a separate piece of paper if required)  Contact Telephone Number(s): ……………………………………………………..  E-mail address: ………………………………………………………………………….. |
| Birth Details: | Date of Birth: ……………………………………………………………………  Place of Birth (Town): …………………………………………………………………..  Place of Birth (Country): ………………………………………………………………….  Birth Nationality: …………………………………………………………………… |

**VERIFICATION DOCUMENT SELECTION**

**GROUP 1: Primary Identity Credentials**

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| --- | --- | --- | --- | --- |
| **Document** | **Date of Birth** | **Issue Date** | **Number** | **Country of Issue (As stated on document)** |
| Passport (any current and valid passport) |  |  | \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ |  |
| Biometric Residence Permit (UK) |  |  |  |  |
| Current driving licence photocard – full or provisional)  (UK, Isle of Man, Channel Islands and EEA) |  |  | \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_  (to include issue number) |  |
| Birth Certificate – issued within 12 months of birth  (UK, Isle of Man and Channel Islands – including those issued by UK Authorities Overseas, e.g. Embassies, High Commissions and HM Forces |  |  |  |  |
| Adoption Certificate  (UK and Channel Islands) |  |  |  |  |

**GROUP 2a: TRUSTED GOVERNMENT DOCUMENTS**

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| --- | --- | --- | --- | --- |
| **Document** | **Date of Birth** | **Issue Date/Expiry Date** | **Number** | **Country of Issue (As stated on document)** |
| Current driving licence photocard – (full or provisional)  (All countries outside the EEA (excluding Isle of Man and Channel Islands) |  |  |  |  |
| Current driving licence (full or provisional) – paper version (if issued before 1998)  (UK, Isle of Man, Channel Islands and EEA) |  |  |  |  |
| Birth Certificate – issued after time of birth  (UK, Isle of Man and Channel Islands) |  |  |  |  |
| Marriage/Civil Partnership Certificate (UK and Channel Islands) |  |  |  |  |
| Immigration document, visa or work permit (All countries outside the EAA – valid only if you are working in the country that issued the document |  |  |  |  |
| HM Forces ID Card (UK) |  |  |  |  |
| Fire Arms Licence (UK, Channel Islands and Isle of Man) |  |  |  |  |

**GROUP 2b – FINANCIAL AND SOCIAL HISTORY DOCUMENTS**

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|  | **Document** | **Date of Document** |
| **Issued in the last 12 months (\*\*)** | Mortgage Statement (UK or EEA) |  |
| **Issued in last 3 months (\*)** | Bank or Building Society Statement (UK and Channel Islands or EEA) |  |
| **Issued in last 3 months** | Bank or Building Society Statement (Countries outside the EEA) – Branch must be in the country where you live and work |  |
| **Issued in last 3 months (\*)** | Bank or Building Society Account Opening Confirmation Letter (UK) |  |
| **Issued in last 3 months (\*)** | Credit Card Statement (UK or EEA) |  |
| **Issued in last 12 months (\*\*)** | Financial Statement, e.g. pension or endowment (UK) |  |
| **Issued in last 12 months (\*\*)** | P45 or P60 statement (UK and Channel Islands) (**National Insurance Number must be provided)** |  |
| **Issued in last 12 months (\*\*)** | Council Tax Statement (UK and Channel Islands) |  |
| **Must still be valid** | Letter of Sponsorship from future employment provider (Non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application |  |
| **Issued in last 3 months (\*)** | Utility Bill (UK) – not Mobile Telephone Bill |  |
| **Issued in last 3 months (\*)** | Benefit Statement - e.g. Child Benefit, Pension (UK) |  |
| **Issued in last 3 months (\*)** | Central or Local Government/Government Agency or Local Council Document giving entitlement e.g. from the Department for Work and Pensions, the Employment Service, HMRC (UK and Channel Islands) |  |
| **Must still be valid** | EEA National ID Card |  |
| **Must still be valid** | Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) |  |
| **Must still be valid** | Irish Passport Card (Cannot be used with an Irish passport |  |
| **Must still be valid** | Letter from Head Teacher or College Principal (UK – for 16 to 19-year olds in full time education – only used in exceptional circumstances if other documents cannot be provided |  |

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| **Position Applied For:**  **Line One: Please insert one of the following options:**  Child Workforce; Adult Workforce; Child and Adult Workforce (this will usually be Child Workforce)  **Line Two: Please insert one of the following options:**  Sports Coach; Non-Certificated Archer; Child Protection Officer; Club Supervisor  (Please refer to e-mail guidance)  This must be provided or the form will be returned to the applicant | Line One: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Line Two: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Level 1 Coaching Course Registration Number - for new coaches** |  |

**This position is a voluntary role This position is a paid role:**

**The above relevant box must be ticked or it will delay your application getting processed.**

**The definition of a volunteer by the DBS is: *‘A person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third-party other than or in addition to a close relative.’***

At least one of the documents contain a current address: (Please tick)

At least one of the documents contains a date of birth: (Please tick)

Documentary evidence provided for all name changes (Please tick)

I declare that the requisite documentation and information has been supplied and checked in accordance with DBS guidance. Where

a volunteer application is submitted, I confirm that this meets the \*DBS definition of volunteer and that the applicant meets the criteria

of going through a DBS check as in line with the ‘**Regulated Activity’**. I declare that the information I have provided in support of

the application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

I certify that, when requested, an application for a DBS check is required for the purpose of asking an exempted question under

the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975; or for a prescribed purposed as defined in the Police Act 1997

(Criminal Records) Regulations 2002.

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| Agreed Verifiers Name: |  |
| Agreed Verifiers Membership Number: |  |
| Agreed Verifiers Position Held: |  |
| Declaration by the Agreed Verifier: Signature: |  |
| Declaration Date: |  |

**VERIFICATION OF ORIGINAL IDENTITY DOCUMENTS**

**Documents the Applicant must provide:**

Criminal Records Bureau (CRB) checks are now called Disclosure and Barring Service (DBS) checks.

The enhancement has been introduced so that the DBS’s identity checking process is strengthened to improve public protection. In particular, the changes will make it more difficult for individuals to conceal previous criminal records by changing their name. These changes are part of an on-going improvement process that will enable easier detection of undeclared changes of name in the future.

**Identification Checking Process:**

**Documents the applicant needs for a DBS Criminal Record Check:**

The applicant must prove their identity for the type of role they are applying for, where someone else is required to check their criminal record (<https://www.gov.uk/criminal-record-checks-apply-role>). **You must provide original documents (not copies) to do this.**

Which documents does the applicant need to provide will depend on the route the application takes. The applicant must try to provide documents from Route 1 before Route 2 or Route 3.

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| If you are not a National of the UK or the European Economic Area (EEA) you must use a different route to apply for paid work  (<https://www.gov.uk/criminal-record-check-documents/non-eea>) in the UK. You can use Route 1 for voluntary work. |

**Route 1**

All applicants must initially be considered for Route One:

Can the applicant produce a Group 1 Document (as listed on page 2)? If yes, then the applicant must produce 3 documents:

* One document from Group 1 (refer to page 2 – list of valid identity documents); and
* Two further documents from either Group 1, or Group 2a or 2b (refer to page 2 and 3).

At least one of the three documents must show the applicant’s current address.

If the applicant has satisfied this route, then the document check is complete. If the applicant cannot produce a Group 1 document

then go to Route 2. Route 2 can only be used if it is impossible to process the application through Route 1

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| European Economic Area (EEA) Nationals (Non-UK):  Where an EEA National has been resident in the UK for five years or less, the applicant’s documents should be validated via  Route 1 through the checking of a current passport or current Group One Driving Licence (photo-card) plus 2 further documents.  In the absence of a Group 1 document the Agreed Verifier must satisfy themselves of a valid reason for using Route 2.  Non-EEA Nationals  All Non-EEA Nationals should be validated via Route 1 only. |

**Route 2**

The Applicant must produce:

* 3 documents from Group 2 consisting of:
* 1 document from Group 2a; and
* 2 further documents from Group 2a or 2b; one of which must verify the applicant’s current address and the Agreed Verifier

will then need to ensure an appropriate external ID validation service is used to check the applicant against their records

to establish the applicant’s name and living history footprint.

**Route 3**

Route 3 should only be used if it is impossible to process the application through Routes 1 or 2.

EEA nationals who have been resident in the UK for 5 years or less cannot use Route 3.

If you have tried to use Route 2, but have been unable to validate the applicant’s identity successfully, you may consider proceeding

to route 3.

All employers must have tried to take route one and two, you should have had a probing discussion with them to establish why they

could not meet these requirements and whether there has been a recent or previous change of name that has not been declared.

For Route 3, the applicant must produce:

* Birth Certificate (UK and Channel Islands) – issued after the time of birth by the General Register Office/relevant

Authority, i.e. Registrars – photocopies are not acceptable) and

* 4 further documents from Group 2 consisting of:
* 1 document from Group 2a; and
* 3 further documents from Group 2a or 2b; one of which must verify their current address

If the applicant fails to produce the required document set at Route 3, the applicant will need to be sent for fingerprinting by the

Police. This can cause delays to the DBS application process and the recruitment process.

**What if the applicant’s identity cannot be established using one of the three routes?**

If the Agreed Verifier cannot establish an applicant’s identity in accordance with DBS ID guidelines then you should mark W59 on the

Application form with a NO.

Applicants who are unable to provide the required documents will then be asked to give their consent to have their fingerprints

taken in line with the current procedure. Employers should note this will require attendance by the applicant at a police station

at an appointed time and may add delay to the overall application process.

**Registered Bodies/Agreed Verifiers must:**

* Follow the three route ID checking process as outlined in the guidance using the list of Groups 1; 2a and 2b documents;

(<https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide>)

* Check and validate the information provided by the applicant on the application form/continuation sheet;
* Establish the true identity of the applicant through the examination of a range of documents as set out in the guidance;
* Ensure that the applicant provides details of all names by which they have been known;
* Ensure that the applicant provides details of all addresses where they have lived in the last five years; If there are any costs passed onto Archery GB, from the Online Disclosure Service, associated with the applicant living overseas in the past five years, the applicant will cover the costs.
* Check that the application form is fully completed and the information it contains is accurate. Failing to do this can cause delays.

If there are any discrepancies in the information provided by the applicant and/or the identity documents supplied, and fraud is not suspected, please seek clarification from the applicant. Failure to do this may compromise the integrity of the DBS service and introduce risk into your recruitment or licensing arrangements.

Registered Bodies/Agreed Verifiers must not attempt to amend the application form without the applicant’s knowledge and agreement, as it will invalidate the declaration by the applicant and may breach data protection legislation.

**What you must do as part of the ID checking process:**

* You must only accept valid, current and original documentation;
* You must not accept photocopies;
* You must not accept documentation printed from the internet, e.g. internet banking statements;
* Identity information for the applicant’s name, date of birth and address must be validated;
* You should, where possible, seek documents with photographic identity (e.g. passport, new style driving licence, etc.) and for

this to be compared against the applicant’s likeness;

* All documents must be in the applicant’s current name (see below for guidance on recent changes of name);
* One document must confirm the applicant’s date of birth;
* You must ensure that the applicant declares all previous name changes, and provides documentary proof to support the change of name. If the applicant is unable to provide proof to support the change of name, you should hold a probing discussion with the applicant about the reasons why before considering to validate their identity;
* You must see at least one document to confirm the applicant’s current address as recorded in Section B.
* The applicant must provide a full and continuous address history covering the last five years. Where possible you should

seek documentation to confirm this address history;

* You should cross-match the applicant’s address history with any other information you have been provided with as part

of the recruitment, such as their Curriculum Vitae (CV). This can highlight if an address has not been given, e.g. if the

applicant’s CV shows that they have worked in Liverpool in the last five years, but the application form only shows

London addresses, you may wish to question the applicant further about this;

* A document from each of the groups should be included only once in the document count, e.g. do not accept two bank

statements as two of the required documents, if they are from the same bank.

* You should not accept the foreign equivalent of an identity document if that document is listed as ‘(UK)’ on the list of

valid identity documents.

It is important to note that a DBS check does not proved evidence of a person’s right to work in the UK. You may also need to

complete a right to work check (<https://www.gov.uk/check-job-applicant-right-to-work>) on the person to make sure they can

work in the UK.

**What if the applicant has been adopted?**

If the applicant was adopted before the age of 10 years, they do not need to provide their surname at birth, they should give their adoptive name.

This is because the age of criminal responsibility is deemed to be 10 years, under the Children and Young Persons Act 1933, Chapter 12, Section 50. This means that there is no possibility that an individual could have a criminal record in a name that was used until the age of 10.

**Checking Driving Licences**

Do not accept licences, other than those stated in the list of Valid Identity Documents.

English, Welsh and Scottish driving licence numbers contain information about the applicant’s name, sex and date of birth.

This information is written in a special format but can be gleaned and matched against the information provided by the applicant.

Please note that the date of birth on English, Welsh and Scottish driving licences, issued before 1977, is not recorded as a separate

entry on the licence. The date of birth can be deciphered from the driving licence number and checked against the date of birth

field on the application form.

For example: the format of the number for Christine Josephine Robinson, born 2 July 1975

**R O B I N 7 5 7 0 2 5 C J 9 9 9 0 1**

**N N N N N Y M M D D Y I I C C C C C**

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| **N**  = 1st five letters of the surname (if the surname begins MAC or MC it is treated as MC for all) |
| **Y** = YEAR of birth |
| **M** = MONTH of birth (in the case of a female, the number represented by the first M will have the value 5 added to the first digit e.g. a female born in November (i.e. 11) would display ‘61’ in the MM boxes) or if born in February (i.e. 02) would display ‘52’ |
| **D** = DAY of month of birth |
| **I** = Initial letter of the first two forenames – if only one, 9 will replace the second letter. If the licence indicates that the applicant has a middle name, ensure that one has been provided in Section A |
| **C** = Computer generated |

For Northern Ireland; Isle of Man and Jersey driving licences the licence number is in a different format. The licence number is

unique to the driver and the ‘name’ or ‘date of birth’ validation, as shown above, cannot be used.

**How Do I Check for Indicators of Fraud?**

Always check for signs of tampering when checking identity documents. Documents should be queried if they display any signs of

damage, especially in the areas of personal details such as the name and the photograph. The following guidelines should help you

to look for any suspicious signs when authenticating documents.

**Checking a Passport**

Check the general quality and condition of the passport. Treat it with suspicion if it is excessively damaged; accidental damage

is often used to conceal tampering.

Photographs should be examined closely for signs of damage to the laminate or for excessive glue or slitting of the laminate;

these signs would indicate photo substitution. If the photograph appears excessively large, this might indicate an attempt to hide

another photograph underneath. There should also be an embossed strip embedded into the laminate, which will catch a portion

of the photograph.

Check there is no damage to this area. If the passport is from a foreign national, you can still follow the same general procedures

as above.

Her Majesty’s Passport Office has produced guide to be used when checking passports for identification

(<https://www.gov.uk/government/publications/basic-passport-checks>)

**Checking a Photo Driving Licence**

Examine the licence for evidence of photo tampering or any amendment of the printed details.

**Checking an old-Style Driving Licence (No Photograph)**

Remove the document from the plastic wallet and check that it is printed on both sides.

It should have a watermark visible by holding the licence up to the light and there should be no punctuation marks in the name or

address.

The ‘Valid To’ date should be the day before the bearer’s 70th birthday (unless the bearer is already over 70). The ‘Valid To’ date

can therefore be cross-referenced with the applicant’s date of birth.

**Checking a Birth Certificate**

Birth Certificates are not evidence of identity, and are easily obtained. Although certificates issued at the time of birth may give

more confidence that it belongs to the individual, unlike a recently issued certificate, they will not show if any information

has been corrected or superseded by a new registration.

Check the quality of the paper used; genuine certificates use a high grade. There should be a watermark visible when the document

is held up to the light. Any signs of smoothness on the surface would indicate that original text might have been washed or rubbed

away. There should be no signs of tampering, changes using liquid paper, overwriting or spelling mistakes.

The following list provides some general information about certificate completion which **may** help to establish whether the

certificate and/or the details have been falsified. This is provided solely as a guide and is not exhaustive:

* The certificate format used should be appropriate for the year of registration;
* Only the surname should be entered in upper case, not the forename(s);
* Dates of birth should be shown with the day and month in words and the year in figures.

The following information might indicate that the certificate has been altered:

* Spacing between falsely added particulars might be irregular compared to original information. ‘Thick’ or ‘thin’ spacing
* might infer particulars have been added;
* False particulars might not have been aligned with other words;
* Characters may not be of the same size or shape with the rest of the particulars;
* Movement of handwriting may look mechanical and does not flow with the rest of the particulars;
* Changes might not be consistent e.g. parents’ surnames might be altered, but not the signatures;
* The area around falsely added or removed particulars may react differently under an ultra violet light, i.e. show signs
* of staining. In addition, such areas of paper may appear thinner where the paper fibres have been disturbed by abrasion;

**Checking an EEA Photo Identity Card**

Examine the card for evidence of photo tampering or any amendment of the printed details.

**Checking an HM Forces ID Card**

Examine the card for evidence of photo tampering or any amendment of the printed details.

**Checking a Firearms Licence**

Check the licence is printed on blue security paper with a Royal Crest Watermark and a feint pattern stating the words

‘Home Office’.

Examine the licence for evidence of photo tampering or any amendment of the printed details, which should include home address

and date of birth.

The licence should be signed by the holder and bear the authorising signature of the Chief of Police for the area in which they

live, or normally a person to whom his authority has been delegated.

**Checking a biometric residence permit**

To view the features of a permit and how to check them on the UK Visas and Immigration website.

**Other Types of ID**

Ensure all letters and statements are recent, i.e. within a three-month period. Do not accept documentation printed from

the Internet.

Check letter headed paper is used, bank headers are correct and all documentation looks genuine. The address should be

cross-referenced with that quoted in Section B.

**What should you do if you suspect false identity or documents?**

If you suspect that you have been presented with a false identity or documents at the time of application, do not proceed

with the application process.

* Report suspected identity fraud through the Action Fraud (<http://www.actionfraud.police.uk>) website
* Further information on identity fraud can be found on the Metropolitan Police

(<http://content.met.police.uk/Site/fraudalert>) website

* If you suspect identity fraud once a DBS check has been submitted, you must call 03000 200 190

You are also advised that under Section 8 of the Asylum and Immigration Act 1996 all employers in the United Kingdom are

required to make basic document checks to help prevent anyone from working illegally.

By carrying out checks’ employers will be able to establish a defence for themselves if any of their employees are found to be

working illegally at a later date.

**Where to go for help**

You can go to the public register of authentic identity and travel documents online

(<http://prado.consilium.europa.eu/EN/homeIndex.html>) on the PRADO website to identity the basic safeguards contained in the

European documents and a few more other nationality documents.

The PRADO website is provided by the Council of European Union.

**Contact: 01952 951 706**

**E-mail: andrea.holmes@archerygb.org**

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