## https://prod-cms.scouts.org.uk/media/2140/scouts_logo_stack_nation_bluemin.jpgIdentity Checking Form

This form should be completed by the ID checker when meeting with the applicant if no wifi is available to complete the online form. It is for a disclosure check for regulated work with children. If a disclosure is needed for regulated work with protected adults please contact [disclosures@scouts.org.uk](mailto:disclosures@scouts.org.uk)

Name of Applicant\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (including middle names)

Address of Applicant\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Email Address\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Scout Membership Number\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant’s DOB\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant's Region\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ District\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*these fields must be completed

**PART A**

**You are required to meet with the applicant face-to face to check their identity documents.**

Three original documents must be provided in the name of the applicant at least one of which must be photographic. These should confirm the name, the date of birth and current home address of the applicant. Cross the appropriate boxes below to confirm what has been checked.

|  |  |  |  |
| --- | --- | --- | --- |
| **Photographic Identity Documents** | | | |
|  | Current passport (any nationality) |  | Current driving licence (UK, Isle of Man, Channel Islands or any EEA country) |
|  | Biometric Residence Permit (UK) |  | National Entitlement Card |
| **Other Documents** | | | |
|  | Birth certificate (UK, Isle of Man or Channel Islands) issued after time of birth |  | Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth |
|  | Marriage / Civil Partnership Certificate (UK, Isle of Man or Channel Islands) |  | Current driving licence photocard, full or provisional (All countries outside the EEA) |
|  | HM Forces ID card (UK) |  | Current driving licence (full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA) |
|  | Firearms licence (UK, Channel Islands and Isle of Man) |  | Adoption certificate (UK, Isle of Man or Channel Islands) |
| **Below documents must be issued within the last 12 months** | | | |
|  | Mortgage Statement (UK, EEA) |  | P45 or P60 statement (UK, Channel Islands) |
|  | Financial statement, for example ISA, pension or endowment (UK) |  | Council tax statement (Great Britain, Channel Islands) |
| **Below documents must be issued within the last 3 months** | | | |
|  | Credit card statement (UK,EEA) |  | Bank or building society account opening confirmation letter (UK, EEA) |
|  | Bank or Building society statement (UK, EEA) |  | Utility bill (not mobile phone) (UK, EEA) |
|  | Bank or Building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works) |  | Benefit statement, for example Child Benefit, Pension, etc (UK, Channel Islands) |
|  | Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC (UK, Channel Islands) | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | EU National ID card |  | Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands) |
|  | Letter of sponsorship from future employment provider or voluntary organisation (non-UK or non-EEA only for applicants residing outside UK at time of application) |  | Letter from head teacher or further education college principal (UK for 16 -19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided) |
| **All the above documents must be valid at the time of checking** | | | |

PART B

|  |  |
| --- | --- |
| Is the applicant already a member of the PVG Scheme? | Yes/No (delete as appropriate) |
| If no, go straight to part C | |
| If yes add 16 digit PVG Scheme ID member number |  |

PART C

**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 the applicant’s permission to progress with an application that involves the Barred list check. I understand that to knowingly make a false declaration in this application is a criminal offence. Identify checked by:

|  |  |
| --- | --- |
| **Identity Checker Full Name** |  |
| **Identity Checker Membership number** |  |
| **Date ID check completed** |  |
| **Signature** |  |

When you have completed the form, please add the information to the online system, if you are unable to do this please pass it in a secure way to your Appointments Secretary.

This form is used to collect information about the volunteer whose ID is being checked and that of the ID Checker. This is to be used by the Appointments Secretary to give the information needed for the Safe Scouting Department to process an online PVG application for the applicant.  
We take personal data privacy seriously and we have a duty of care around the information contained within this form. The data shared in this form is to be securely stored (in secure online storage and/or as paper-based records in locked cabinets). Where the data is no longer required it should be securely destroyed, this should be at the point that the application is completed. For further detail please visit our Data Protection Policy here. <https://www.scouts.org.uk/about-us/policy/data-protection-policy/>

