

On 30 April, the CRB wrote to all registered Countersignatories to advise that from 28 May 2012, the CRB will be introducing enhancements to identity checking guidelines. These new guidelines will apply to all applications for a CRB check. To help you comply with the new guidelines and to provide enough time to introduce them into your identity (ID) verification procedures, we will run both the new and existing guidelines in parallel from 28 May until 31 August; when the existing guidelines will cease to apply.

The enhancement to the CRB's ID verification guidelines is being introduced to strengthen the process used by Registered Bodies for validating applicants in order to improve public protection. In particular, the changes, which are a government priority, will make it more difficult for individuals to conceal previous criminal records by changing their identity. Therefore, the focus will be on requiring applicants, in the first instance, to produce documents that they would have acquired having undergone stringent identity verification with the document issuer, such as the Identity and Passport Service or the Driver and Vehicle Licensing Agency.

The changes to the ID checking process are designed to enhance the good working practices adopted by many organisations when verifying and validating the identity of those that they intend to recruit, appoint or licence.

The new ID checking process will have three routes and incorporates a new external ID validation check which should be used by Registered Bodies for applicants who are unable to provide the required documentation at route one. Details of this new external ID validation service have yet to be finalised and the CRB will write to all Countersignatories again as soon as more information becomes available.

The number of documents from each group the Countersignatory or approved person needs to see is detailed in this article.

Revised Identification checking process

The applicant must provide specific identification documents as part of the CRB application process. Registered Bodies must:

- Follow the three route ID checking process as outlined.

- 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 and as listed in this article.
- Ensure that the applicant provides details of all names by which they have been known and all addresses where they have lived in the last five years.
- Ensure the application form is fully completed and the information it contains is accurate.

The enhancement to the CRB's ID verification guidelines is being introduced to strengthen the process used by Registered Bodies for validating applicants.

Route One

Can the applicant produce a Group 1 document? If yes, then the applicant must produce 3 documents:

- 1 document from Group 1 (refer to list of Valid Identity Documents); **and**
- 2 further documents from Group 1, 2a or 2b; one of which must verify their current address.

NOTE - Non-UK/Non-EEA Nationals:

All Non-UK/Non-EEA Nationals should be validated via Route One by supplying the following combination of documents:

- Current Passport; **and**
- Biometric Residence Permit OR Work Permit/Visa (UK); **and**
- 1 further document from Group 2a or 2b (refer to list of Valid Identity Documents), which verifies their current address.

If the applicant has satisfied Route One, then the document check is complete. If the applicant cannot produce a Group 1 document then go to Route Two.

Route Two

The applicant must produce 3 documents from Group 2 comprising of:

- 1 document from Group 2a; **and**
- 2 further documents from Group 2a or 2b; one of which must verify their current address.

The organisation conducting the ID check will then need to ensure an external ID validation service is used to check the applicant against their records to establish the applicant's name and living history footprint.

If the applicant fails the external validation check, they will need to go for fingerprinting.

This may add delay into the overall application process. Please refer to www.homeoffice.gov.uk/crb in the FAQ section, question nine for more information.

PLEASE NOTE: Details of the external ID validation check are currently being developed and as soon as we know more we will let you know via a further letter, CRB News and the website.

Route Three

ALL Registered Bodies must have exhausted Route One and should have endeavoured to have accessed an external validation check (Route Two) before you consider processing an applicant via Route Three.

If the applicant cannot meet the requirements of Route One or Two, you should have a 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 Three, the applicant must produce:

- A certified copy of a UK birth certificate*; **and**
- 4 further documents from Group 2 comprising 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 Three, they will need to go for fingerprinting. This may add delay into the overall application process. Please refer to www.homeoffice.gov.uk/crb in the FAQ section, question nine for more information.

*All copies of UK birth certificates state 'certified copy' when issued by the General Records Office.

The new revised list of acceptable identity documents are:

Group 1 Primary Trusted Identity Credentials

- Current valid Passport – UK or EEA (or Non-EEA in combination with a Biometric Residence Permit or current Work Permit/Visa)
- Biometric Residence Permit (UK)
- Current Driving Licence (UK) (Full or provisional) Isle of Man/Channel Islands;
- Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
- Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth;
- Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

Group 2a – Trusted Government/State Issued Documents

- Current valid Passport (UK, EEA or Non-EEA)
- Current UK Driving licence (Photo card or old style paper version)
- Biometric Residence Permit (UK)
- Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth
- Certified copy of Birth Certificate (UK and Channel Islands) – Issued after 12 months of date of birth
- Marriage/Civil Partnership Certificate (UK)
- Adoption Certificate (UK)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK)

Group 2b – Financial/Social History Documents

- Mortgage Statement (UK)**
- Bank/Building Society Statement (UK)*
- Credit Card Statement (UK)*
- Financial Statement - e.g. pension, endowment, ISA (UK)**
- P45/P60 Statement (UK & Channel Islands)**
- Council Tax Statement (UK & Channel Islands) **
- Work Permit/Visa (UK) (UK Residence Permit) **
- Utility Bill (UK)* – Not Mobile Telephone
- Benefit Statement* - e.g. Child Allowance, Pension
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK)

Please note:

If a document in the List of Valid Identity Documents is:

- denoted with * - it should be less than three months old
- denoted with ** - it should be issued within the past 12 months
- not denoted – it can be more than 12 months old.

There are a total of 21 documents that have been removed from the current approved acceptable documents list. These are:

- NHS Card (UK)
- National Insurance Card (UK)
- Exam Certificates e.g. GCSE, NVQ, O Levels, Degree
- TV Licence
- Insurance Certificate
- Disclosure Scotland Certificate
- CRB Certificate
- Vehicle Registration Document
- Addressed Payslip
- General Medical Council (GMC) Certificate
- Connexions Card
- Mail Order Catalogue Statement/ Card Statement
- Store Card Statement
- Court Claim Form (UK)
- Documentation issued by Court Services

- Mobile Phone Bill
- Convention Travel Document (CTD) Blue Certificate of Identity (CID) Brown
- Stateless Person's Document (SPD) Red
- Application Registration Card (ARC) Certificate of British Nationality (UK)

This review of acceptable documents is ongoing and we will provide you with further updates as and when any other documents are removed.

Please visit the website at

www.homeoffice.org/uk/crb for:

- Revised guidance for identity checking
- FAQs on the new process
- We will also be putting all the latest information under the 'Latest News' heading on the website, including detailed scenarios.

