

CWO Guidance: CRB Disclosure Applications

Information for CWOs: Section W and the ID checking process

British Rowing as a Registered Body, and the CWOs as evidence checkers, play an important role in the provision of the Disclosure service. British Rowing will only accept Disclosure application forms that have had the identity of the applicant checked by an appointed CWO, or other approved document checker.

The person checking the identity of the applicant must:

- check and validate the information provided by the applicant on the application form
- record in 'registered body use only' boxes in Sections A and B that they have verified the information given
- complete Section W
- establish the true identity of the applicant through the examination of a range of documents as set out in this guidance
- 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 5 years
- ensure the application form is fully completed and the information it contains is accurate.

If you are related to the applicant or have any other conflict of interest, you must phone the Child Protection Administrator for advice on **020 8237 6707**.

Failure to do this may compromise the integrity of the Disclosure service. If you are unsure about any part of the ID checking process, please contact British Rowing's Child Protection Administrator or the British Rowing Child Protection Officer on **020 8237 6700**.

- 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 bank statements.
- Identity information (e.g. name, date of birth, address etc.) and document details recorded on the Disclosure application form by the applicant must be verified by the CWO on behalf of British Rowing and recorded as such 'registered body use only' boxes in Sections A and B
- You must where possible, ask for 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 as recorded in Section A (see below for guidance on recent changes of name).
- At least one document must confirm the applicant's date of birth as recorded in Section A.
- At least one document to confirm an applicant's current address as recorded in Section B.
- You must provide a full and continuous address history covering the last 5 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

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recruitment, such as their 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 5 years but the application form only shows London addresses, you may wish to question the applicant further about this.

- Only one document from each of the subgroups in Group 2 should be included 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 cannot accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.
- If an identity document is provided in a foreign language, you must obtain a translation of that document, certified by a Notary Public.

What identity documents can be used?

The CRB has produced guidance on the type and range of identity documents that must be used by the approved CWO/document checker, to validate the applicant's identity. These documents are divided into two groups: Group 1 and Group 2.

If you have insufficient identity documents, please contact the British Rowing Child Protection Administrator on **020 8237 6700** or CRB Information Line on **0870 90 90 811** for further guidance.

How many documents do I need to see?

That depends on whether the applicant can produce any documents from Group 1:

- Yes, they can – then 3 documents must be seen. One document from Group 1 plus any two from Groups 1 or 2
- No, they can't – then 5 documents to be seen. Five documents from Group 2.

The most up to date list of documents which are acceptable for the purpose of checking identification is available from the CRB website via the following link:

www.crb.homeoffice.gov.uk/guidance/rb_guidance/id_checking_process.aspx

At least one document must confirm the applicant's current address and at least one document must confirm the applicant's date of birth.

How can I check 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 in Section A-C.

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 must be deciphered from the driving licence number and entered in the relevant field on the application form.

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

ROBIN757025CJ99901NNNNNYMMDDYIICCC

N = 1st five letters of the surname (if the surname begins MAC or MC it is treated as MC for all).

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, then 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.

Please note, for Northern Ireland driving licences the 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. Do not accept licences from British dependencies (e.g. Gibraltar, Channel Islands and Falkland Islands).

What if the applicant has been adopted?

Registered Bodies should inform applicants that if they were adopted before the age of 10, they do not need to provide their surname at birth in Section C of the Disclosure application form, they should give their adoptive name in this section.

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.

What if the applicant has changed their name recently and cannot provide ID documents in this new name?

Documents in a previous name can be accepted ONLY where the applicant can provide documentation supporting a recent change because of:

- Marriage/civil partnership - marriage/civil partnership certificate
- divorce/civil partnership dissolution - decree absolute/civil partnership dissolution certificate
- deed poll - Deed Poll certificate

In these instances, you must return a 'Continuation Sheet' with the application form clearly stating:

- current and previous names
- date of the change
- reason for the change
- the document you have seen to support this change

Ensure that all 'Previous names' and 'Dates used' are recorded in Section A(4)

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 look out for any suspicious signs when authenticating documents.

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.

Photo driving licence

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

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 detailed in Section A.

Birth certificate

Birth certificates are not wholly reliable for confirming identity, since copies are easily obtained. However, certificates issued at the time of birth are more reliable than recently issued duplicates. Check the quality of 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.

EU Photo Identity Card

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

HM Forces ID Card

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

Firearms licence

Check the licence is printed on blue security paper with a Royal crest watermark and a faint 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.

Other forms of identification

Ensure all letters and statements are recent, i.e. within a 3 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 A.

This document is available in a number of other languages and formats, please contact the CRB on **0870 90 90 811**

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