

Disclosure Application ID Verification

It is the responsibility of the signatories (lead and additional) under the Code of Practice¹ to take all reasonable steps to ensure that the disclosure applicant is who they claim to be. A signatory therefore is entitled to request as many documents as necessary to satisfy themselves that there has been no theft of identity.

Original documents will always carry greater weight than copies (copies can easily be doctored) and it is essential that at least one item of photographic evidence (for physical ID) and one item of address-related evidence (to verify current address) be seen. The new style driving licence would serve as evidence on both counts. However, to ensure vigilance in preventing theft of identity, an additional piece of documentation to further verify identity is preferred. Further, any name change e.g. by deed of poll or statutory declaration, should be evidenced by the appropriate original document.

To summarise:

The applicant is expected to provide for scrutiny, documents from the following lists, ideally one from Group 1 (ID verification) and one from Group 2 (address verification)

(Please see attached a checklist for your information)

For the ID check it is **essential** that they see as many of the following as possible:

1. At least **one** of the following:
 - a Passport (UK or other country)
 - b Driving Licence * with photograph
 - c Other Photo ID Card (e.g. staff ID card)

* (A Driving Licence without photograph used in conjunction with a or c would not require any further documentation from list 2. Although a driving licence with photograph provides sufficient ID it is preferred that at least one further piece of ID documentation is seen)

AND

2. At least **one** of the following:
 - d Bank or building society statement
 - e Two non-consecutive utility bills with current address
 - f Credit or store card statement
 - g Financial statement (e.g. mortgage, ISA)
 - h Correspondence from Benefits Agency, Employment Service, Inland Revenue or Local Authority
 - i Pension or other Benefit Book
 - j Visa
 - k Work Permit

It is also desired that you see their Birth Certificate.

¹ Explanatory Guide on Code of Practice paragraphs 62 - 65

We must have photographic ID for visual verification and verification of their current home address. If the applicant does not own any of the documents listed in a-c, they are required to bring a minimum of three of the documents listed d-k as well as their birth certificates.

- All documents from d to k must be current or under three months old.
- If the applicant's name differs from that shown on any of the above documents, please supply appropriate supporting documentation showing the reason for change.
- If the applicant's title is Ms, Dr, Reverend, Sister or Professor etc, please indicate on the Disclosure Application Form part – Please complete part B5 even if B1 is completed.
- We are unable to accept previous disclosure certificate as a form of current address verification.

If the applicant does not have the required documentation then they should supply a passport sized photograph and a letter signed by a responsible person (eg church minister, line manager) with a statement along the lines – 'I certify that <name of person>, residing at <full address> has been known to me for <x> years.'

In a large organisation with geographically spread locations, the ID checking could be carried out on behalf of the Lead Signatory/Collator or Counter Signatory, **provided proper procedures have been established** and the person carrying out the checking is fully aware of their duty of care. Care must be taken if the decision is made to use another person and it should only be done under exceptional circumstances – not as the norm. A full risk analysis should also be undertaken prior to decisions of this type being made.

Please contact LAYC's using the details below if you require further information.



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