

THE APPROVED PARISH REPRESENTATIVE'S TASKS

You have been appointed by the PCC to undertake two tasks: to make sure that CRB guidance on completing the form has been followed by the applicants, and to check documents of identity relating to the CRB Disclosure Application forms of adults in your parish who will be working with children & young people. The Approved Parish Representative acts as what the CRB term an "approved evidence checker".

Obtaining CRB Disclosure Application Forms

CRB Disclosure Application Forms are available from the Diocesan CRB Administrator, whose contact details are given below. Guidance notes for Applicants on completing the form, which includes the CRB guidance, can be found in Annex 3.

Stage One: Checking the Whole Form

Please refer to Annex 3 as you check CRB Application Forms. In particular, please check for these common errors. They will cause the form to be rejected:

1. The applicant has not given consent to undergo the Disclosure check by both **signing** within the box in Section H, line 68, and **dating** the signature in box H70.
2. The present name and address, and date of birth given in Section A are not supported by original documents shown to you as evidence of identity.
3. The applicant has not provided previous addresses covering the whole of the past five years.
4. Identity documents which cannot be recorded in Section X of the form have not been listed on a Continuation Sheet submitted with the Application Form.

Stage Two: Verifying Identity

A customized version of the CRB's document entitled **ID Checking Process** is attached as part of this Annex. It contains detailed advice on particular documents. The full document can be seen at: <http://www.crb.gov.uk/Default.aspx?page=582>

Registered Bodies (through the Countersignatory and the Approved Parish Representative) play an important role in the provision of the Disclosure service, in particular they must:

- Check and validate the information provided by the applicant on the application form
- 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

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 Ruth Reavley or the CRB on 0870 9090 811.

Other Advice

Ruth Reavley can give advice on specific queries..

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(please mark any faxes for the attention of Ruth Reavley)

CRB Guidance on checking Disclosure Application Forms,
dated 09/2007, edited for use in the Diocese of Oxford

General Advice

Please note that, when identity is checked:

- You must accept only valid, current and original documents (not photocopies)
- You must not accept documentation printed from the internet e.g. internet bank statements
- You should where possible, ask for photographic identity
- Identity information recorded in Section X on the Disclosure Application Form must be in the applicant's current name as recorded in Section A-C, except where the applicant has changed name recently. Instructions for dealing with recent name-changes has been included on page 7.
- At least one document must show the applicant's current address as recorded in Section A. Only place a cross (x) in Section X15 if you have seen two such documents
- The applicant must provide a full and continuous address history covering the past 5 years
- You should crossmatch the applicant's address history with any other information you have been provided with as part of the recruitment, such as their CV.
- At least one document must show the applicant's date of birth
- 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 from the same bank as two required documents
- 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 Parish Representative, to validate the applicant's identity. These documents are divided into two groups: Group 1 and Group 2. The number of documents from each group the Approved Parish Representative person needs to see is set out in the flow diagram on page 6.

If the applicant cannot provide sufficient identity documents, please contact the CRB Information Line on **0870 90 90 811** for further guidance.

How many documents do I need to see?

Can applicant produce any documents from Group 1?

Yes - 3 documents must be seen. One document from Group 1 plus any two from Groups 1 or 2.

No - 5 documents to be seen. Five documents from Group 2

What do I do if I can't record all of the documents that I have seen in Section X?

Where it is possible, try to record the identity documents seen in Section X. Where this is not possible, list all documents seen on a continuation sheet. Return this with the application form.

A copy of the tabulation on page 6/7 is recommended, though this can simply be a sheet of A4 paper. Please include the name of the applicant, the application form reference number and the Registered Body number (which is 21307000001), on the sheet. An example of this is below.

Example of a continuation sheet:

Form reference number: F012345678910

Registered Body number: 12345678901

Applicant name: JOHN SMITH

Address: 3 THE ROAD, THE TOWN, THE COUNTY A12 ABC

Documents seen:

- MARRIAGE/CIVIL PARTNERSHIP CERTIFICATE
- P60 STATEMENT
- BARCLAYS BANK STATEMENT
- BURTONS CREDIT CARD STATEMENT
- HOUSE OF FRASER STORE CARD STATEMENT

How can I check Driving Licences?

Do not accept licenses, 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

ROBIN 75 7 0 2 5 CJ99 9 01
NNNN YMMDDY IICCCC

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, 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 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.

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.

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 table of 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 National 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.

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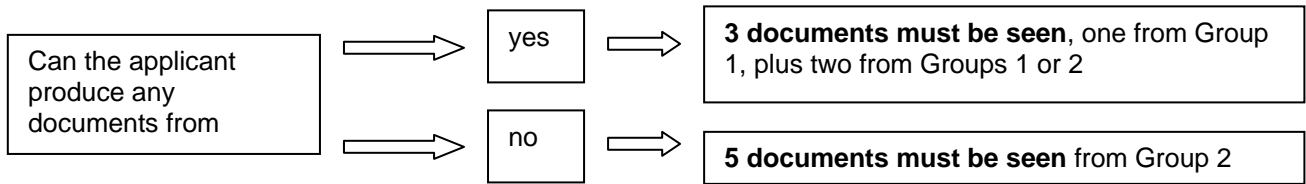
ANNEX 2: for the Approved Parish Representative

Issue No 9, March 2008

Name:

Disclosure Application Form Ref:
(taken from the top right of the CRB's form)

List of Valid Identity Documents and notes on checking them



- all documents need to be valid, current and original (no photocopies, nothing printed from the internet e.g internet bank statements)
- where possible, photographic evidence (passport, new style driving licence) should be asked for
- all documents must confirm the applicant's current name (section A), unless the name has changed recently (see below for further guidance)
- at least one document must confirm the applicant's current address (Section A)
- at least one document must confirm the applicant's date of birth (Section A)
- an X should only be put in section X, box 15 if **TWO** documents have been seen confirming the address in section A.
- the foreign equivalent of an identity document if that document is listed as "UK" on the list of valid identity documents below is not acceptable
- If an identity document is provided in a foreign language, the applicant must obtain a translation of that document, certified by a Notary Public.
- Only one document from each of the subgroups in Group 2 should be included in the document count, so do not accept two bank statements from the same bank as two of the required documents

Group 1	Date & signature when seen
Passport (any nationality)	
Birth Certificate (UK) 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	
Driving Licence (UK) (Full or provisional): England/Wales/Scotland/Northern Ireland/Isle of Man; either photocard or paper. A photocard is only valid if the individual presents it with the counterpart licence	
EU National Identity Card (EU countries only):The document must state that it is a national identity card; the document must carry a photograph of the applicant; the document must carry the full name of the applicant that corresponds with that on the Disclosure Application Form; the document must have been issued by one of the 27 EU Member States	
HM Forces ID Card (UK)	
Firearms Licence (UK)	
Adoption Certificate (UK)	
Group 2	
Marriage/Civil Partnership certificate	
Financial statement ** e.g. pension, endowment, ISA	
Birth Certificate	
Vehicle Registration Document (Document V5 old style and V5C new style only)	
P45/P60 statement (UK) **	
Mail Order Catalogue Statement *#	
Bank/ Building Society statement *#	
Court Claim Form (UK) ** documentation issued by Court Services	
Utility Bill *# electricity, gas, water, telephone – including mobile phone contract/bill	

Exam Certificate e.g. GCSE, NVQ, O Level, Degree	
TV Licence **	
Addressed Payslip *	
Credit Card Statement *#	
National Insurance Card (UK)	
Store Card Statement *#	
NHS Card (UK)	
Mortgage statement **#	
Benefit Statement - e.g. Child Allowance, Pension	
Insurance Certificate **	
Certificate of British Nationality (UK)	
Council Tax Statement (UK) **	
Work Permit/Visa (UK) **	
A document from Central / Local Government / Government Agency / Local Authority giving entitlement (UK) * for example, from the Department of Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus and Social Security	
Connexions Card (UK)	
CRB Disclosure Certificate **	
Letter from Head Teacher *	
One of the following documents from the Borders and Immigration Agency (BIA) (formerly the Immigration and Nationality Directorate – IND) (UK): <i>Do not use more than one of the following documents</i> Convention Travel Document (CTD) - blue Stateless Person's Document (SPD) - red Certificate of Identity (CID) - brown Application Registration Card (ARC) Immigration Status Document (ISD)	

* documentation should be less than three months old

** issued within the past 12 months

if you use more than one document of this type, ensure that they are from different organisations. Internet documents are not acceptable.

Changes of name

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

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

In these instances, you must:

1. Return a 'Continuation Sheet' with the application form clearly stating
 - o current and previous names
 - o date of the change
 - o reason for the change
 - o the document you have seen to support this change
2. Ensure that all 'Previous names' and 'Dates used' are recorded in Section B (Other Names)

This list is complete as at 6 March 2008. It is subject to amendment. Checks can be made with the CRB website <http://www.crb.gov.uk/Default.aspx?page=582>