**R&S – APPENDIX 11AENDIX 10A**

**MANAGERS DECLARATION – ID FORM**

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| **FORM R6** | | | | | | | | | | | | | | | | |
| **This form must be completed for every candidate attending interview** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Post Reference: | |  | | | | | Candidate Name: | | | | | |  | | | |
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| A member of the interview panel is required to check evidence of identity for each candidate and sign the declaration below to confirm that they have done so and the candidate is eligible to work in the UK without a work permit (check of nationality).  If the post requires a disclosure you must check that the Disclosure Scotland Application has been completed correctly and that you have seen 3 forms of ID of which at least two are the following – Birth Certificate, Passport or UK Photo Driving Licence as per Disclosure Policy.  Guidance for checking identity and Disclosure Scotland applications is available within recruitment and selection standards.  Passport, Driving License and Birth Certificate number **must be recorded** when this form of ID is presented at interview. In addition candidates are asked to bring their National Insurance (NI) number. | | | | | | | | | | | | | | | | |
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| **Three** items from the lists below (and at least one item from each list) must be checked and one form of ID must confirm the individual’s nationality. Please show which items have been checked by ticking the relevant box: | | | | | | | | | | | | | | | | |
|  | **List 1 – Photographic Confirmation of Identity and Nationality** | | | | |  | | | **List 2 – Confirmation of Address**  **(Cross reference with current Address on form)** | | | | | | |  |
|  | Passport\* | | | |  |  | | | Utility Bill | | | | |  | | |
|  | UK Photo Driving Licence\* | | | |  |  | | | Credit Card Statement | | | | |  | | |
|  | Non Disclosure Post:  Signed passport picture  (inc supporting statement). | | | |  |  | | | Bank Statement | | | | |  | | |
|  |  | | | Other …………………………… | | | | |  | | |
| **For Disclosure Scotland Posts** – if you don’t have **BOTH** a Passport and UK Photo Driving Licence you MUST see a Birth Certificate  YOU MUST RECORD THE NUMBER OF THE FOLLOWING EVIDENCE IF PRESENTED:  **Birth Certificate Number …………………………………Passport Number ………………………………**  **Driving Licence Number …………………………………..**  **What is the individuals Nationality** ………………………………**NI No…………………………………..** | | | | | | | | | | | | | | | | |
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| I declare that I have checked the evidence of identity as shown for the above named candidate and confirm the candidates full name, signature, date of birth and full permanent address. I also confirm I have checked the individual’s eligibility to work in the UK and have attached copies of the evidence. I have seen original documentation and attached a copy.  Signed: ……………………………………………………… Date: ………………………….  Print Name: ………………………………………………… Designation…………………………………… | | | | | | | | | | | | | | | | |
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**APPENDIX 11B**

**List of Acceptable Documentation for Verification of Identity**

Documents marked with \* must be dated within the last 3 months (unless there is a good reason for it not to be – eg clear evidence that the person was not living in the UK for three months or more). These documents must contain the name and address of the applicant.

Documents marked with \*\* must be dated within the last 12 months.

**Acceptable photographic personal identification:**

* UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passport.
* Passports of non-EU nationals, containing UK stamps, a visa or a UK residence permit showing the immigration status of the holder in the UK.
* UK full or provisional photo-card driving licence (must include paper counterpart) or an EU/other nationalities full photo-card driving licence (providing that the person checking is confident that non-UK photo-card driving licence are bona fide).
* ID cards carrying the PASS accreditation logo (UK) for example a UK Citizen ID card. This card can be applied for by residents of the UK and is verifiable with similar security marks to passports and driving licences.
* An EU national ID card and/or other valid documentation relating to immigration status and permission to work – a current Biometric Resident Permit (formerly the Identity Card for Foreign Nationals) is acceptable.
* A HM forces photo-ID card is acceptable but employers should bear in mind that such cards must be surrendered upon leaving the forces so only those individuals currently in the forces will hold such a card.

**Acceptable documents for confirmation of address include:**

* Utility bill (gas, water, electricity or phone), or a certificate from a utility supplier confirming the arrangement to pay for the services on pre-payment terms at a fixed address. More than one utility bill may be accepted if these are from two different suppliers and utility bills in joint names are also permissible. \*
* Local authority tax bill (ie council tax). \*\*
* UK full or provisional photo-card driving licence (must include paper counterpart); or a full old-style paper driving licence (if not already presented as a personal ID document). Old style provisional driving licences are not acceptable.
* Most recent HM Revenue & Customs tax notification (ie tax assessment, statement of account, notice of coding). A P45 or P60 is not acceptable. \*\*
* Financial statement (eg bank, building society, credit card or credit union statement) containing current address. \*
* Mortgage statement from a recognised lender. \*\*
* Local council rent card or tenancy agreement. \*
* Benefit statement, book or card; or original notification letter from Department of Work and Pensions (DWP) confirming the rights to benefit (eg child allowance, pension). \*\*
* Confirmation from an electoral register search that a person of that name lives at the claimed address. \*

**Acceptable non-photographic proof of personal identification documents:**

* Full birth certificate (UK and Channel Islands) issued at the time of birth, including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.
* Full birth certificate (UK and Channel Islands) issued after the time of birth by the General Register Office/relevant authority, for example, Registrars.
* UK full old-style paper driving licence. Old-style provisional driving licences are not acceptable.
* Residence permit issued by the Home Office to EU nationals on inspection of own-country passport.
* Adoption Certificate.
* Marriage/civil partnership certificate.
* Divorce/annulment or civil partnership dissolution papers.
* Deed poll certificate.
* Police registration document.
* Certification of employment in HM Forces.
* Benefit statement, book or card, original notification letter from the Department of Work and Pensions (DWP) confirming legal right to benefit (eg child allowance, pension). \*\*
* Most recent tax notification from HM Revenue and Customs (ie tax assessment, statement of account, notice of coding, P45 or P60 document). \*\*
* UK firearms certificate.
* Grant letter or student loan agreement from a Local Education Authority.

**When appointing someone who has recently left school or further education, in addition to photographic personal identification, employers should ask for at least one of the listed documents below as sufficient proof of their identify:**

* Full birth certificate (UK & Channel Islands) issued at the time of birth, including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.
* Full birth certificate (UK and Channel Islands) issued after the time of birth by the General Register Office/relevant authority, for example, Registrars.
* National Insurance (NI) number card or proof of issue of an NI number.
* A letter from their Head Teacher or College Principal can be requested, verifying their name and any other relevant information, for example, address or date of birth.

**If the applicant has changed their name recently and cannot provide ID documents in their own name, employers must only accept identity documents in the applicant’s previous name where they are able to provide documentary evidence of the recent name change because of:**

* Marriage/civil partnership (ie marriage/civil partnership certificate).
* Divorce/civil partnership dissolution (ie decree absolute/civil partnership dissolution certificate).
* Deed poll (ie deed poll certificate).

### APPENDIX 11C

### Guidance on Checking Identity

**Checking the documentation for authenticity**

Always:

* check for signs of interference
* query any document if it looks as though it has been tampered with
* take special notice of the name and photo area.

**Passport (UK or overseas)**

* Check the general quality and condition of the passport
* Accidental damage is often used to hide signs of tampering
* Closely examine the photograph for signs of damage to the laminate or for excessive glue or slitting of the laminate. This may indicate that the photo has been swapped
* Check to see if the photo is excessively large, this may indicate that the photo has been used to hide another
* Ensure that there is no damage to the embossed strip embedded into the laminate; this should also catch a portion of the photograph.

**Photo driving licence**

* Examine the licence carefully looking for any adjustments
* Ensure that there has not been any amendment to the printed details.

**Birth certificate**

* It is recommended that you request only the **original** birth certificate, as copies can be easily obtained
* Genuine birth certificates use high grade paper, check the quality of the paper
* When held to the light there should be a visible watermark
* Any signs of smoothness may indicate that original text may have been washed away
* Ensure there are no signs of tampering, changes using correction fluid, overwriting or spelling mistakes.

**Checking the documentation to confirm right to work in the UK**

**When checking the applicant has the legal right to work in the UK, you should check the following documents:**

* A passport showing the holder is a British Citizen, or has a right to live in the UK.
* A national passport or Identity Card showing the holder is a national of a European Economic Area (EEA) country or Switzerland.
* A residency permit issued by the Home Office to a national from a EEA or Switzerland.
* A passport or other document issued by the Home Office which has an endorsement stating the holder has a current right or residency in the UK as a family member of a national from EEA or Switzerland.
* A passport or travel document endorsed to show that the holder can stay in the UK; and can do the type of work you are offering if they do have a permit.
* An Application Registration Card issued by the Home Office to an asylum seeker confirming the holder is permitted to take employment.

If these documents are not available then a combination of documents can be used. The following combinations are acceptable:

Combination one:

* A document giving the persons’ permanent National Insurance Number and Name e.g. P45

AND

* + Original birth certificate issued in the UK with both parents names, OR
  + Original birth certificate issued IN THE Channel Island/ Isle of Man/ Ireland OR
  + A certificate of registration or naturalisation stating the holder is a British Citizen OR
  + A letter issued by Home Office to the holder indicating they indicating the individual can stay in the UN indefinitely or has no time limit OR
  + An immigration Status Document issued by the Home Office with an endorsement that the person can stay indefinitely or has not time limit OR
  + A letter from Home Office indicating the individual can stay in the UK and this allows them to do the type of work on offer OR
  + An Immigration Status Document issued by the Home Office with an endorsement the individual can stay in the UK and this allows them to do the type of work on offer.

Combination two:

* A work permit or other approval to take employment that has been issued by Work Permits UK

AND

* + A passport or other travel document endorsed to show the holder is able to stay in the UK and can take the work permit employment in question OR

### A letter issued by Home Office confirming the individual is able to stay in the UK and can take the work permit employment in question