

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.

CHECKING A 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 procedures as above.

Her Majesty's Passport Office have produced a guide to be used when [checking passports for identification](#).

CHECKING A PHOTO DRIVING LICENCE

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

CHECKING AN 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.

CHECKING A BIRTH CERTIFICATE

Birth certificates are not evidence of identity, and are easily obtained. Although certificates issued at the time of birth may give more confidence that it belongs to the individual, unlike a recently issued certificate, they will not show if any information has been corrected or superseded by a new registration.

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.

The following list provides some general information about certificate completion which may help to establish whether the certificate and/or the details have been falsified. This is provided solely as a guide and is not exhaustive:

- The certificate format used should be appropriate for the year of registration.
- Only the surname should be entered in upper case, not the forename(s).
- Dates of birth should be shown with the day and month in words and the year in figures.

The following information might indicate that the certificate has been altered:

- Spacing between falsely added particulars might be irregular compared to original information. 'Thick' or 'thin' spacing might infer particulars have been added.
- False particulars might not have been aligned with other words.
- Characters may not be of the same size or shape with the rest of the particulars.
- Movement of handwriting may look mechanical and does not flow with the rest of the particulars.
- Changes might not be consistent e.g. parents' surnames might be altered, but not the signatures.
- The area around falsely added or removed particulars may react differently under an ultra violet light i.e. show signs of staining. In addition, such areas of paper may appear thinner where the paper fibres have been disturbed by abrasion.

For more information on checking birth certificates, please refer to Her Majesty's Passport Office document [General Register Office guide to birth certificates](#).

CHECKING AN EU PHOTO IDENTITY CARD

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

CHECKING AN HM FORCES ID CARD

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

CHECKING A 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.

CHECKING A BIOMETRIC RESIDENCE PERMIT

View the features of a permit and how to check them on the UK Visas and Immigration website.

OTHER TYPES OF ID

Ensure all letters and statements are recent, i.e. within a three-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 B.

WHAT SHOULD YOU DO IF YOU SUSPECT FALSE IDENTITY OR DOCUMENTS?

If you suspect that you have been presented with a false identity or documents at the time of application, do not proceed with the application process.

- Report suspected identity fraud through the Action Fraud website.
- Further information on identity fraud can be found on the [Metropolitan police](#) website.
- If you suspect identity fraud once a DBS check has been submitted, you must call us on 03000 200 190.

You are also advised that under Section 8 of the Asylum and Immigration Act 1996 all employers in the United Kingdom are required to make basic document checks to help prevent anyone from working illegally.

By carrying out checks employers will be able to establish a defence for themselves if any of their employees are found to be working illegally at a later date.

Further details are available on the [UK visas and immigration](#) website or by calling the employer helpline on 0845 010 6677.

WHERE TO GO TO FOR HELP

You can go to the public register of authentic identity and travel documents online on the PRADO website to identify the basic safeguards contained in European documents and a few more other nationality documents.

The [PRADO](#) website is provided by the Council of European Union.