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Identification Procedure and Policy

Our Aim:

The person (applicant) must provide original documents (not copies) to prove their identity.

The applicant must provide a range of ID documents as part of the basic check application process. The documents needed depend on the route the application takes.

Customised Curriculum Limited will:

- check and validate the information provided by the applicant on the application form
- make sure the applicant provides details of all names by which they have been known
- make sure the applicant provides details of all addresses where they have lived in the last 5 years
- check that the application form is fully completed and the information it contains is accurate - failing to do this can result in delays

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Customised Curriculum will check the validity of the documents, in the presence of the holder. This will be by physical presence in person. We will not rely on the inspection of the documents via a live video link or by checking a faxed or scanned copy of the document.

Any discrepancies in the information provided by the applicant and/or the identity documents supplied, and fraud is not suspected, we will ask the applicant to clarify before the application is submitted.

ID checking process

- accept valid, current, and original documentation
- photocopies will not be accepted
- We will not accept documentation printed from the internet, for example internet bank statements

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- identity information for the applicant's name, date of birth and address must be validated
- photographic identity (e.g., passport, new style driving licence, etc.) and compare this against the applicant's likeness
- all documents must be in the applicant's current name as recorded on the application form
- ensure that the applicant declares all previous name changes and provides documentary proof to support the change of name. If the applicant is unable to provide proof to support the change of name, Customised Curriculum will hold a probing discussion with the applicant about the reasons why, before validating their identity
- Crossmatch the applicant's address history with other information given
- Customised Curriculum does not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents
- DBS check
- Birth Certificate

Utility Documentation

Mortgage statement	UK	Issued in the last 12 months
Bank or building society statement	UK and Channel Islands	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months

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Credit card statement	UK	Issued in last 3 months
Financial statement, for example a pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months

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Benefit statement, for example Child Benefit or pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

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Non-UK Bank or building society statement	Branch must be located in the country in which the applicant lives and works	Issued in last 3 months

The policy will be reviewed every 12 months by Claire Hoult, Quality Manager, Customised Curriculum Ltd.

Last updated: October 2024.