

Identity Verification Policy

Policy

This policy outlines our requirements for confirming an individual's identity for all EUSR Approved Providers and Approved Trainers.

We aim to reduce the potential for identity theft or fraud through robust checking, prior to an individual undertaking any training or assessment of an EUSR scheme.

Process

Approved Providers and Approved Trainers must inform individuals they will need to produce documentation that confirms their identity prior to training and assessment delivery.

Documents provided by individuals must be:

- Originals - photocopies and digital copies are not permitted (for remote training delivery, the Approved Provider or Approved Trainer can accept digital copies)
- In date – they must be valid at the time of being produced
- In the exact and full name of the individual

Approved Trainers and Approved Providers must retain sufficient documentation to confirm compliance with this policy, for the duration of the EUSR registration period. As part of our ongoing quality monitoring and audits, we may sample your records.

Evidence Requirements

All individuals must produce **one** form of Primary ID. If an individual does not have the required form of Primary ID, they may present **two** forms of Secondary ID. This must include one from List A and one from List B. (Note: two forms of ID from List A or two from List B is not acceptable).

These evidence requirements are not related to any Home Office Right to Work or the immigration status of any individual. Approved Providers and Approved Trainers are not required to confirm an individual's right to work in the UK.

Exemption – if both the Trainer/Assessor and the individual are both permanent employees of the same organisation, then a photo work ID card can be accepted as proof of identity, in lieu of the above.

Waiver – if an individual cannot provide any proof of identity, then they may be eligible to complete a 'Waiver Form.' See Appendix A for Guidance and Waiver Form.

PRIMARY ID	
Passport	A valid UK or International passport with photograph and signature of the individual
Photocard Driving Licence	A current and valid UK or European Driving Licence with photograph and signature of the individual (DVSA Driver Qualification Card or Tachograph Card would also be acceptable)
Biometric Residence Permit (BRP) or Biometric Residence Card (BRC)	Must be in date with photograph and full name of the individual

SECONDARY ID LIST A	
European Country Card or National Identity Card	Must be in date with photograph and full name of the individual
EUSR Registration Card, CSCS or CSCS Alliance Card – with CSCS Hologram	Must be in date with photograph and name (which can be in full or with initial of first name and full last name). Acceptable cards can be found here www.cscs.uk.com/partners
British Armed Forces ID Card	Must be in date and show photograph and full name of the individual
Veterans ID Card	Must be in date with photograph and full name of the individual
Citizen Card or Proof of Age Card	Must be in date with photograph and full name of the individual. Must contain the 'PASS' hologram
Young Scot National Entitlement Card	Must be in date with photograph and full name of the individual

SECONDARY ID LIST B	
Credit or Debit Card	Must be in date with name (which can be in full or with initial of first name and full last name). Must also show Bank Logo
Bank Statement	Must be less than three months old and include the current address of the individual and name (which can be in full or with initial of first name and full last name) – Online account statement evidence can be used
Utility Bill	Must be less than three months old and include the current address of the individual and name (which can be in full or with initial of first name and full last name). Online account statement evidence can be used

Any Questions

Please contact the EUSR Quality team if you have any questions:

Email:
quality@euskills.co.uk

Phone:
0121 745 1310

Appendix A

Waiver Form Guidance and Waiver Form

This guidance is for EUSR Approved Providers or Approved Trainers where an individual is unable to provide the required photographic identification documents as required in this policy; this Waiver Form must only be used in **exceptional circumstances**.

The Waiver Form should be countersigned by a professional (see list below of acceptable counter signatories) to whom the individual is known and can confirm their identity.

Acceptable Waiver Form Counter Signatories		
Doctor	Probation Officer	Job Centre/DWP Employee
Magistrate	Fire Service Officer	Principal, Teacher or Lecturer within a UK School or Further Education College
Solicitor or Barrister	Member of the Armed Forces	Trade Union Representative
Police Officer	Director of a UK Limited or Public Liability Company	Prison Governor

The counter signatory must not be connected with the EUSR training or assessment the individual is to undertake. Unsigned or incomplete Waiver Forms must not be accepted.

The individual must also provide a recent passport sized, colour photograph. This photograph must be signed by the individual in the presence of the professional countersigning the Waiver Form; the professional countersigning the Waiver Form must also sign the photograph. Waiver Forms without both signatures must not be accepted.

Note: Photographs must be head and shoulders only, forward facing and the individual must not wear a hat (unless for religious or cultural purposes).

In addition to the ID Waiver Form and the photograph referred to above, the individual must also provide **TWO** additional valid forms of identification from the list below and they must be:

- Originals - photocopies and digital copies are not permitted unless it is for remote training delivery, the Approved Provider or Approved Trainer can accept digital copies.
- In date - they must be valid at the time of being produced.
- Exact and full name of the individual.

Type of Evidence	Notes
Utility Bill	Must be less than three months old and include the current address of the individual and name (which can be in full or with initial of first name and full last name). Online account statement evidence can be used
Bank Statement	Must be less than three months old and include the current address of the individual and name (which can be in full or with initial of first name and full last name) – Online account statement evidence can be used
Credit or Debit Card	Must be in date and include the individual's name (which can be in full or with the initial of first name and full last name)
Official document or letter issued by a UK government agency or employer	Must include the individual's National Insurance number and name (e.g. payslip, P60, HMRC letter)
Form B79	UK Prisoners notification of discharge letter
Release on Temporary Licence (RoTL)	Must be signed by a UK Prison Governor
UK Prisoner ID Card	Must only be accepted when presented with RoTL
Original (or certified copy) from UK Registrar Birth or Adoption certificate	
European Country Card or National Identity Card	Must be in date with photograph and full name of the individual
EUSR Registration Card, CSCS or CSCS	Must be in date with photograph and name (which can be in full or with the initial of first name and full last

Alliance Card – with CSCS Hologram	name). Acceptable cards can be found here www.cscs.uk.com/partners
British Armed Forces ID Card	Must be in date and show photograph and full name of the individual
Veterans ID Card	Must be in date with photograph and full name of the individual
Citizen Card/Proof of Age Card	Must be in date with photograph and full name of the individual. Must contain the 'PASS' hologram
Young Scot National Entitlement Card	Must be in date with photograph and full name of the individual
UK Paper Driving Licence	Issued prior to 31 March 2000
Non-UK or European Driving Licence	Must be in date with photograph and full name of the individual
European Country Card or National Identity Card	Must be in date with photograph and full name of the individual

The Waiver Form and photograph must be retained by the Approved Provider or Approved Trainer for the duration of the EUSR registration period. EUSR may request to see completed Waiver Forms as part of an audit.

Our Privacy Notice for individuals can be found on our website [Privacy Notice](#).

EUSR Waiver Form

This Waiver Form is for individuals who want to undertake an EUSR scheme but cannot provide acceptable proof of identity.

Please complete PARTS A, B and C – see instructions below.

Important - Bring this completed Waiver Form – and photograph – with you to your training. If you do not, you will not be able to take part. Please read our [Privacy Notice](#) - available on EUSR's website www.eusr.co.uk .

PART A

To be completed by the individual and signed in the presence of the counter signatory.

PART B

To be completed and countersigned by a professional (see list below of acceptable counter signatories) to whom the individual is known and can confirm their identity.

Acceptable Waiver Form Counter Signatories		
Doctor	Probation Officer	Job Centre/DWP Employee
Magistrate	Fire Service Officer	Principal, Teacher or Lecturer within a UK School or Further Education College
Solicitor or Barrister	Member of the Armed Forces	Trade Union Representative
Police Officer	Director of a UK Limited or Public Liability Company	Prison Governor

PART C

A photograph of the individual must be attached. The individual must sign the reverse of the photograph in the presence of the counter signatory, who must then also sign.

PART D

This is for the EUSR Approved Provider or Approved Trainer to complete.

PART A – to be completed by the individual (Please use CAPITAL LETTERS)

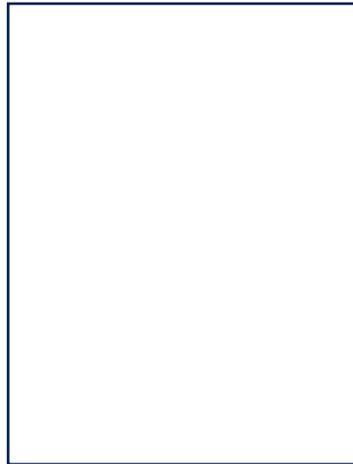
First and Last Name	
Date of Birth	
Mobile Number	
Email Address	
Home Address	
Signature	<p>Signature</p> <p>(Must be signed in the presence of the Counter Signatory)</p> <p>Date</p>

PART B – to be completed by the Counter Signatory (Please use CAPITAL LETTERS)

First and Last Name	
Profession	
Mobile Number	
Email Address	
Declaration and Counter Signature	<p>I confirm that the individual detailed in PART A of this EUSR Waiver Form is known to me and I confirm that the details they have given are accurate and the photograph is a true likeness. The individual has signed the Waiver Form and photograph in my presence.</p> <p>Signed</p> <p>Date</p>

PART C – Photograph of the individual

Please attach the photograph to this Waiver Form after both the individual and Counter Signatory have signed the reverse.



Remember

- Head and shoulders only
- Facing forward
- No hats or head coverings unless for religious or cultural purposes

PART D – To be completed by the Approved Provider or Approved Trainer once Parts A, B and C have been completed.

Name of Approved Provider or Approved Trainer	
Address (including Post Code)	
Name of Individual completing this form	
Job Title	
Mobile Number	
Email address	
Name of Training Programme	
Signature	<p>I confirm that I have checked the individual's signature and all documentation produced is valid and complies with EUSR's Identity Verification Policy.</p> <p>Signed.....</p> <p>Date</p>

Please confirm the two types of evidence submitted with this Waiver Form.

Type of Evidence	✓
Utility Bill	
Bank Statement	
Credit or Debit Card	
Official document or letter issued by a UK government agency or employer	
Form B79	
Release on Temporary Licence (RoTL)	
UK Prisoner ID Card	
Original (or certified copy) from UK Registrar Birth or Adoption certificate	
European Country Card or National Identity Card	
EUSR Registration Card, CSCS or CSCS Alliance Card – with CSCS Hologram	
British Armed Forces ID Card	
Veterans ID Card	
Citizen Card / /Proof of Age Card	
Biometric Residence Permit (BRP) <i>(Note: formerly known as 'ID Card for Foreign Nationals')</i>	
Young Scot National Entitlement Card	
UK Paper Driving Licence	
Non-UK or European Driving Licence	
European Country Card or National Identity Card	

This Waiver Form and copies of the evidence submitted must be retained by the Approved Provider or Approved Trainer for the duration of the EUSR registration. EUSR may request to view the evidence and audit your processes in any of our agreed audit visits with you.

1.

Signature of the Trainer, Lead Administrator & Administrator

Date / /

Trainer, Lead Administrator & Administrator or Training/Employer organisation representative are authorised to, and reserve the right to, verify and refuse this ID Waiver Form if they are not satisfied of its authenticity.

Photographs must be recent, passport size and in colour, with the candidate and the professional's signature on the back.

This ID Waiver Form is only valid for a single training event and will be retained by the Trainer, Lead Administrator & Administrator or training representative for a period of the registration period. In the event that this ID Waiver Form is found to have been completed fraudulently and/or the professional cannot be traced, the result of any HS&E test taken on the basis of this ID Waiver Form shall be void and **NO** EUSR card shall be issued to the candidate named on this ID Waiver Form unless and until satisfactory evidence of ID for the individual is provided. For further information relating to the collection, processing and retention of your personal data please refer to EUSR's Privacy Notices <https://www.eusr.co.uk/privacy/>.