

Introduction

Checking a candidate's identity is the most fundamental of all the pre-employment requirements, as it forms the basis of all other checks.

The identity check standard includes:

- examples of acceptable forms of documentary evidence in Appendix 1
- guidance on checking documents for authenticity in Appendix 2.

1.1 What is an identity check?

1.1.1 An identity check verifies that an individual is who they say they are. It is the most fundamental of all the employment checks. Undertaking identity checks minimises the risk of employing or engaging an individual who:

- is impersonating another individual
- is avoiding the detection of a criminal offence
- has used illegal means to obtain genuine documents to gain employment.

1.1.2 It should be the first check performed, as all other checks will be rendered invalid if the individual's identity cannot be proved.

1.1.3 Identity fraud is increasing, and it is important for employers to periodically review local policies and processes to ensure they remain in line with legal requirements and new technologies, as operational standards are strengthened.

1.2 How to verify identity

1.2.1 Employers must check the identity of an individual using a process of:

- requesting original identity documents

- checking the authenticity of the original identity documents
- conducting an in-person meeting
- validating personal details against external reliable sources.

1.2.2 The Good Practice Guide (GPG) 45 for identity proofing and verification issued by Cabinet Office and Government Digital will be a helpful resource, the principles of which are aligned with requirements for identity checking in this document.