



Home Office

FALSE ID GUIDANCE

February 2011



Using Fake ID?

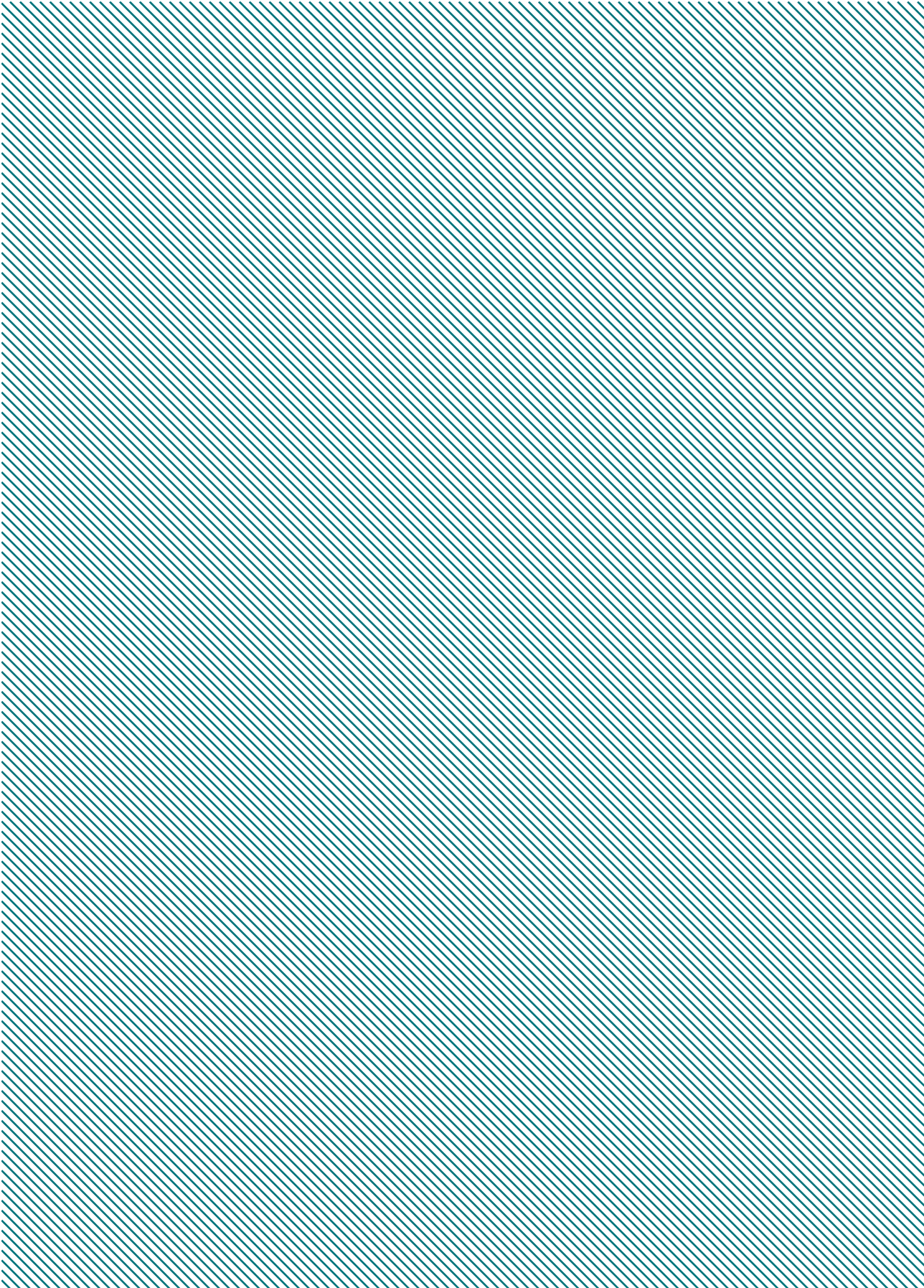
**IF YOU'RE CAUGHT OUT
YOU'RE KEPT OUT**

caught using fake, or someone else's ID you
have it confiscated and be pro
you know includes false information
arrested under section 2 of

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MINISTERIAL FOREWORD



Drinking alcohol has been a part of British culture for a very long time and whilst this relationship with alcohol has been generally positive, there are unwelcome elements which the Government is determined to tackle to ensure that the responsible majority do not suffer from the actions of the minority.

Short-term, drinking can lead to young people becoming anti-social, being victims or getting into trouble with the police. Long-term, drinking alcohol can have serious effects on their health, education and relationships with friends and family. For these reasons, “the protection of children from harm” is a licensing objective which all licensed premises need to adhere to.

One of the unwelcome elements surrounding alcohol is the use of counterfeit identity documents (ID) and that of genuine identity documents that belong to other people. The types of ID that we encourage to be accepted by licensed premises as proof of age are PASS (Proof of Age Standard Scheme) cards, Passports and Driving Licences. We are aware that fake/misuse of ID is a problem in a number of areas and that Police, Premises and Door Supervisors are often unsure how to deal with this issue. Consistent procedures are lacking and clarity on the legislation is required.

To gauge the problem and find solutions, we gathered together a group of representatives from organisations dealing with this issue. These included Police officers from forces that are effectively tackling the problem and Representatives from the alcohol industry, the Security Industry Authority, the Proof of Age Standard Scheme, the National Union of Students and the Home Office who came together to discuss their experiences and offer possible solutions.

This group identified the biggest issues in dealing with fake/misuse of ID incidents as the lack of guidance and the law being difficult to interpret. Some areas had developed their own practices which were clearly defined in both procedure and outcomes and were proving to be successful.

This guidance outlines the appropriate legislation and presents a collection of the good practice to be found across the country. It is not intended to be prescriptive, or support one approach over another, but to promote innovation and effective practice which is appropriate to local needs.

A handwritten signature in black ink, appearing to read 'Vince...'. The signature is written in a cursive style.

INTRODUCTION

From this point on, the term false ID will be used as a general term for counterfeit ID along with the misuse of another person's ID unless otherwise stated.

Who this guide is aimed at?

This guide is aimed at door staff, licensed premises and police officers to give them a better understanding of the issue of false ID and equip them with the tools they can use to deal with this issue.

This document will include guidance on what types of ID should be accepted, methods of determining whether ID is real or false and a list of questions/good practice that can be used to determine whether the person giving the ID is the person whom it belongs to. It also includes a guide on how ID seizures can be recorded to make it easier for the member of staff, the premises and the Police involved in the incident.

For premises we will include guidance on how ID can be stored in the premises, when police should be informed and how long ID should be held before being passed to police. We will also include information on signage and what to do if a person complains that their ID has been confiscated.

For the police there are good practice examples from the four police force areas that contributed to this guide so that they can consider implementing a process that suits their local area. This will include examples of how false ID can be recorded and stored and how long it can be held for before returning them to the issuing authority.

A background to the problem

It is an offence to purchase alcohol below the age of 18, but this does not stop young people attempting to purchase alcohol. The sale of alcohol to children has serious consequences for premises which has led to policies such as Challenge 25 and Think 21. This has resulted in it being much more difficult for young people to purchase alcohol, simply because they look older than they are. In response to these policies some children have resorted to purchasing counterfeit IDs from the internet and borrowing ID from older siblings or friends, with the intention of using them to buy alcohol and gain entry to licensed premises.

The counterfeit ID cards which can be ordered on the internet often do not replicate existing documents. Examples include the international driving permit and provisional motorcycle licence. The fact that these documents do not exist means that the companies selling them cannot be prosecuted under counterfeit offences.

These counterfeit ID cards are sold as novelty items and the companies are often run from abroad which means it is difficult for the UK to stop the source of the cards.

Experience indicates that the use of genuine ID that does not belong to the person presenting it, is more prolific than the use of fake ID to gain entry to licensed premises.

The Home Office has created posters to be used in licensed premises targeting young people who may be using false ID. The aim of the posters was to make it clear to young people that

using false ID to enter licensed premises is an offence, and there are consequences to using it. Copies of the posters can be found in Annex A. The posters can be downloaded from the following website:

<http://www.homeoffice.gov.uk/drugs/alcohol/>

The Law regarding false ID

Types of “false”

There are 4 different types of “false” document:

- Genuine document which is being used by someone else,
- Genuine document which has been altered,
- Genuine document which has been fraudulently obtained,
- False document (i.e. someone has created a completely false document).

Relevant offences

1. Identity Cards Act 2006/ Identity Cards Bill – Possession of a Passport or Driving Licence which doesn’t belong to you

The Identity Cards Act 2006 can be used for fake Passports and Driving Licences but not for counterfeit ID. **This offence can be used in the case of someone carrying real documents which do not belong to them.**

The offences in the Identity Cards Act cover all 4 types of false documents mentioned above, but only in relation to the “identity documents” listed in section 26 of the Act. The list most notably includes passports and driving licences, and applies to the passports and driving licences issued by other countries as well as those issued in the UK. The offence to be used in this act is section 25 (5) – “It is an offence for a person to have in his possession or under his control,

without reasonable excuse –

- (a) an identity document that is false;
- (b) an identity document that was improperly obtained;
- (c) an identity document that relates to someone else; or
- (d) any apparatus, article or material which, to his knowledge, is or has been specially designed or adapted for the making of false identity documents or to be used in the making of such documents.”

A person found guilty of possession of false ID identified by this act shall be liable to a fine of up to £5000 and/or imprisonment for a term not exceeding two years.

Relevant extracts of the Identity Cards Act 2006 can be found in Annex B.

2. Fraud Act 2006 – Possession of Counterfeit ID:

The Fraud Act 2006 can be used for all counterfeit ID documents including ID documents that do not officially exist, including the international driving permit. The offence to be used in this act is section 6 (1) – “A person is guilty of an offence if he has in his possession or under his control any article for use in the course of or in connection with any fraud.” **This offence can be used in the case of someone carrying fake documents which they haven’t been caught using.**

A person found guilty of possession of counterfeit ID identified by this act shall be liable to a fine of up to £5000 and/or imprisonment for a term not exceeding five years.

Relevant extracts of the Fraud Act 2006 can be found in **Annex C**.

3. Forgery and Counterfeiting Act 1981 – use of counterfeit ID:

The Forgery and Counterfeiting Act 1981 can be used for completely false documents and genuine documents which have been altered, but not genuine documents that are being used by someone else. The offence to be used in this act is section 3 - “It is an offence for a person to use an instrument which is, and which he knows or believes to be, false, with the intention of inducing somebody to accept it as genuine, and by reason of so accepting it to do or not to do some act to his own or any other person’s prejudice.”

A person found guilty of possession of counterfeit ID identified by this act shall be liable to a fine of up to £5000 and/or imprisonment for a term not exceeding ten years. **This offence can be used in the case of a person using fake ID to obtain alcohol/entry to a premises.**

Relevant extracts of the Forgery and Counterfeiting Act 1981 can be found in Annex D.

Statistics for cautions, prosecutions and convictions for the above offences can be found in **Annex I**.

ACCEPTABLE FORMS OF ID

The forms of ID that the Home Office encourages to be accepted are PASS cards (proof of age standard scheme), Passports and Driving Licences. The decision on which ID is acceptable is ultimately made by the premises, although some Local Licensing Authorities may have their own policies and views, some of which may have been incorporated into licence conditions. You may wish to contact the PASS Director – Kate Winstanley (katewinstanley@live.co.uk) who can advise and help with any local issues involving PASS.

The MoD have announced that they are working on establishing the Military ID card as a viable form of ID but at the time of printing this guide, no further work had been completed on this issue

Acceptable forms of ID – Examples and security features

PASS Card – Proof of Age Standards Scheme



Introduction to PASS

The Proof of Age Standards Scheme (PASS) is the national proof of age accreditation scheme endorsed by the Home Office, the Association of Chief Police Officers (ACPO), the Security Industry Authority (SIA) and the Trading Standards Institute (TSI). The scheme delivers a common standard through its easily recognised logo, which is backed by a robust audit and accreditation process to help protect retailers of age restricted goods, and their employees, against being taken in by the many fake cards around.

Accepting a PASS hologram card which carries the bearer's image and acceptable date of birth is due diligence. Visuals of all PASS accredited schemes can be found on the PASS website (www.pass-scheme.org.uk)

PASS Card Recognition Guide – 5 step checking process

Step 1 – check the PASS hologram

- Look for the 3D effect in the background of the hologram
- Make sure it has the characteristic tick on the “A” in the PASS lettering
- The hologram must be flush with the plastic of the card - NOT stuck on top of the plastic

Step 2 – check the photograph

- Ensure that the photograph is of the person presenting the card
- The photograph must be printed directly onto the plastic of the card – NOT stuck on top of the plastic

Step 3 – check the date of birth

- Calculate the age of the person from the date of birth
- If a person is purchasing alcohol or tobacco, look for the 18+ symbol on the card
- Otherwise make sure they are old enough to buy the goods or services
- Calculate the age of the person from the date of birth
- The date of birth must be printed onto the plastic – NOT handwritten or stuck on top of the plastic.

Step 4 – check the card

- Ensure the card has not been tampered with or altered
- Feel the card – it should be completely smooth

Step 5 – check the person

If you are still unsure about a person's age your legal responsibility is to refuse to sell.

PASSPORTS

Passports Introduced in 1998

Key Information



Extra Checks

- The holograms are on three patches attached to the underside of the laminate on page 31.
- The stitching thread is red, white and blue and fluoresces yellow and red in UV light.
- The front and rear endpapers are printed in green, burgundy and blue intaglio (raised printing).
- The rear endpaper has 3 lines of extra small print.

Validity

- Adults, normally 10 years up to a maximum of 10 years 9 months.
- Children, normally 5 years up to a maximum of 5 years 9 months.

Size

- Approximately 125x88 mm.

Number of pages

- Standard issue book is 32 pages.
- Business book is 48 pages.

Location of the data page

- Page 31

Laminate

- Page 31 and 32, sewn in, clear laminate with UV visible printing and holograms on page 31.

Photograph

- Digitally printed.

Numbering

- 9 digits, printed on page 1. These are entered on the biodata page in the same style as the personal details. The serial number is perforated through pages 1-30 (1-46 in business book).

Observations

- An electronic chip and antenna is visible on page 32 (48).

Note

- The laminate on page 32 fluoresces strongly.
- Different versions of this passport exist (e.g. Jersey, Guernsey, Isle of Man, Gibraltar).
- The holes of the laser perforated number are larger at the front of the book and reduce in size to the back.

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DRIVING LICENCE



Your personal details (1,2 and 3)

Fields 1, 2 and 3 of your photocard licence record your surname, first names, date and place of birth.

Date of licence issue, photo expiry, issuing authority (4)

The date shown in 4a is the date the photo is valid from. 4b shows either the date the photo expires (driving entitlement is valid until 70th Birthday) or the date entitlement expires (medically restricted and over 70 licences). The authority that issued the licence is shown in 4c ie DVLA.

Driver number (5)

A	B	C	D	E
MORGA	657054	SM	9IJ	**

A - First five characters of surname. If the surname is less than five characters the remaining spaces will be made up using the figure 9. (eg MAN99)

B - The first and last numbers are the year of birth. The second and third numbers are the month of birth. If you're a woman, '5' is added to the second number and the total used as the second digit eg if you're born in October the second and third numbers would be 60. The fourth and fifth digits show the day of your birth.

C - The first two initials of your forenames. If you have only one initial then the second will be a '9'.

D - Computer check digits.

E - Licence issue number.



Holder's photograph (6)

The new photocard licence has a black and white photo. This is because the laser technology used to burn the image onto the card producing a black and white photo is more secure. A colour photo will still need to be provided with your application to be stored on your driver record.

Holder's signature (7)

This is digitally reproduced and burned into the photocard from the signature you provided on the application form.

Holder's address (8)

This shows the driver's permanent address in Great Britain.

Entitlement categories (9)

The letters in capitals show the categories of entitlement covered by the European Community Directive. National categories are shown in smaller letters.

Holographic feature (10)

This feature is similar to a hologram but more clear as it has definite lines and brilliant colours. It contains a steering wheel that appears to turn as you tilt the card in different directions.

Changing images (11a and 11b)

- This security feature is an image that changes both shape and colour depending on how you tilt the licence. On full (pink) licences it's a blue road sign changing to a black triangle, on a provisional (green) it's a red road sign changing to a black triangle.
- This security feature is personalised according to the data on the card. It contains the last five characters of the driver number changing to the month and year of the photo expiry which appear and disappear depending on how you tilt the licence.

Unique identifier (12)

Cards are to be pre numbered by the card manufacturer. This number is laser engraved onto the card prior to delivery to DVLA and is unique on every card.

Not used (13 and 14)

Pictograms (15)

These illustrations are representations of types of vehicles in those categories shown.

Category validity periods (16)

These are the dates when entitlement to drive each category begins and ends.

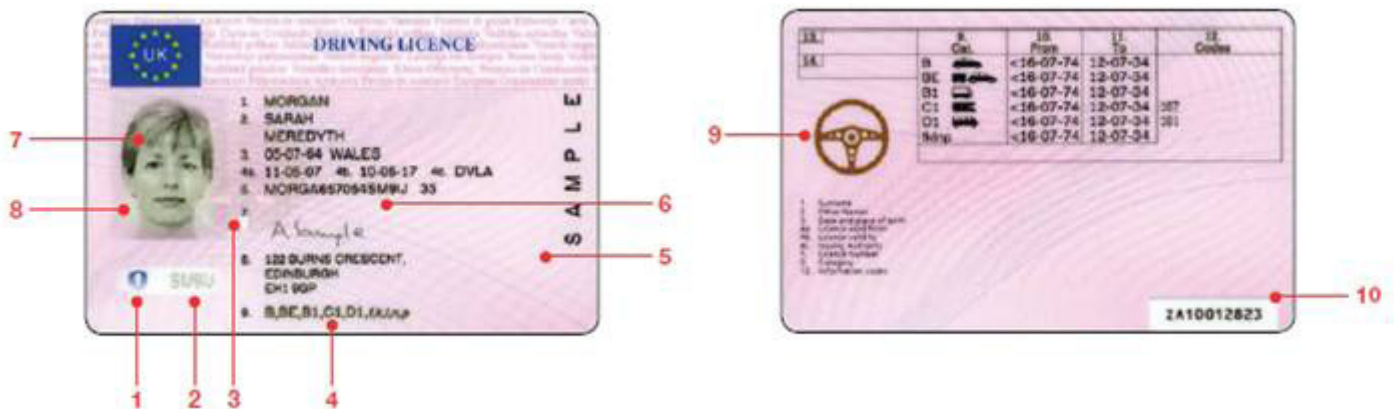
Information codes (17)

The code numbers printed in this area indicate what (if any) restrictions the entitlement is subject to.

Steering wheel security feature (18)

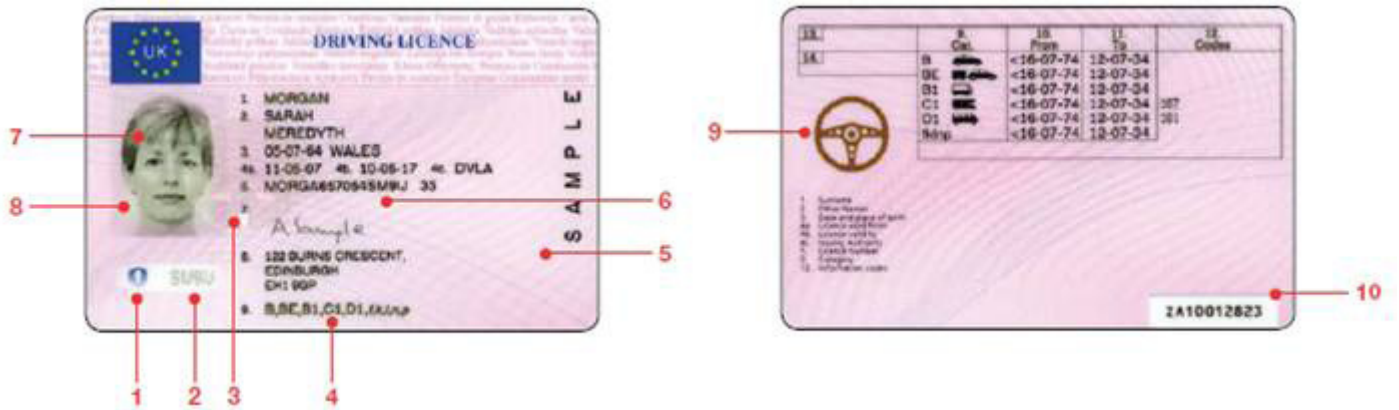
This is a security feature in the shape of a steering wheel. The colour of the wheel changes from green to gold depending on how you tilt the licence.

Examples and Security features



1 & 2 Changing Images

1. This is an image that changes both shape and colour depending on how you tilt the licence. On full (pink) licences it is a blue road sign changing to a black triangle, on a provisional (green) it is a red road sign changing to a black triangle.
2. This security feature is personalised according to the data on the card. It contains the last five characters of the driver number changing to the month and year of the photo expiry which appear and disappear depending on how you tilt the licence.



3. Holographic Feature

This feature is similar to a hologram but is preferred as it can be seen much more clearly due to its definite lines and brilliant colours. It contains a steering wheel which appears to turn as you tilt the card in different directions.

4. Tactile Engraving

This process involves burning the data into the card for a longer period than normal, this results in the text raising up above the surface of the card. The driving licence has ‘Field 1 (Surname)’ and ‘Field 9 (Categories)’ printed in raised characters as part of the laser engraving process.

5. Complex Background Pattern

A design made up of an interlocking pattern of small irregular shapes, printed in two colours and requiring very close register printing in order to preserve the integrity of the image.

6. Tactile Feature

Raised tactile steering wheel placed in the centre of the card. Can be felt when a finger is run across the card and can be seen when viewed at an angle. It also contains the words “Driving Licence” in microlettering.

7. Laser Engraved Photograph

Laser engraving technology is highly secure as the image is burnt into different layers of the card and it can not be changed without serious damage to the card. This results in a highly secure black and white photograph.

Note: DVLA will still require a full colour photograph be provided by customers to keep on our records.

8. Security Background Design Overlapping With Photograph

This security feature has the rainbow print lines and the complex background pattern converging over the area where the photograph is engraved. This further protects the photo image by the integration of security elements.

9. Optically Variable Ink (OVI)

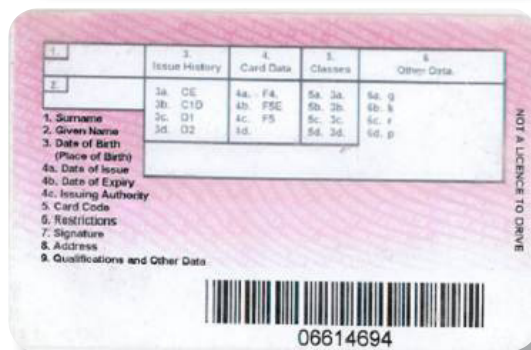
Optically Changing Colours is a printing feature that changes in colour depending on the angle of inspection. When the card is tilted, the element printed with Colour Change Printing will show deviations in colour tone clearly visible to the naked eye, i.e. gold to green.

10. Unique Number

Cards are to be pre numbered by the card manufacturer. This number is to be laser engraved onto the card prior to delivery to DVLA and is unique on every card.

COMMONLY USED COUNTERFEIT ID

National Identification card



- Made to look like a driving licence.
- The flag in the top left differs to a drivers licence as it has GB/nothing in the middle rather than UK.
- Some versions of the National Identification have alphabetised lines, numbers are used on the Driving Licence
- Has “National Identification” written at the top left rather than “Driving Licence” written at the top centre.
- The top portion of the driving licence has “driving licence” written in different languages. The National Identification card has the same patterned surface all round.
- Some come with a small Union Jack under the EU flag which does not feature on the driving licence.
- Some will have the photographs in the wrong place and not include signatures on the front.

International/European Driving Permit



- Made to look like a driving licence.
- International and European Driving Permits do not exist.
- The European Driving Permit looks almost identical to the official Driving Licences. The only noticeable difference being the writing at the top and the symbol on the back. The symbol on the Driving Licence is a steering wheel is replaced with “EDP” surrounded by stars in the European Driving Permit. You can use the security features detailed above to identify fakes.
 - The International Driving Permit has more noticeable differences detailed below:
 - The International Driving Permit features 2 photographs rather than one.
 - International Driving Permit is written at the top left rather than top centre.
 - The top portion of the driving licence has “driving licence” written in different languages. The International Driving Permit card has the same patterned surface all round.
 - The hologram on the front of the International Driving Permit is “IDP” written in a circle rather than a steering wheel.
 - The International Driving Permit is missing the golden steering wheel on the back.

Provisional Motorcycle Permit



- Made to look like a provisional driving licence.
- The Provisional Motorcycle Permit does not exist.
- These appear almost identical to the International Driving Permit listed above, differences include the red L on the top left, the colour of the card and the letters in the hologram say MDP.

Other cards offered by fake ID websites:

- International Student Card
- University Library Card
- Age Card
- British Students Union Card
- European Identity Card
- European Works Permit Card
- Freelance Reporter Licence
- Proof of Age Card
- Student Offers Card
- Student Union Card
- United Kingdom Entitlement Card
- United Kingdom Identity Card
- International Age Card
- National Registry Card
- European Union Travel Card
- ID Check Card

GUIDE TO DOOR STAFF

Door Supervisors are on the front line of tackling the issue of False ID, and without them identifying false ID and dealing with it appropriately, we would have no viable option to dealing with it.

It is the Government's view that door staff are not committing a criminal offence by confiscating the ID as they lack the dishonest intent necessary to commit the offence of theft. This gives door staff the ability to confiscate false ID under common law.

One technique, used in South Yorkshire, is the issue of "bailment forms". These forms record various details including information about the venue and the door supervisor who confiscated the ID, as well as the details of the person presenting the ID. The unique feature of this form is that it features a section that is torn off and given to the person who presented the ID. This section details the terms of the seizure and clearly explains why their ID has been confiscated and explains what will happen to it. A telephone number is provided for those that wish to contest the confiscation. This number goes through to a single point of contact in the police station where the IDs will be stored. Both parts of the form are numbered so that police can quickly identify the piece of ID in question. It is advisable that door staff companies and/or licensed premises contact local licensing officers to discuss a bailment scheme. A copy of the South Yorkshire Police Bailment Form can be found in **Annex E**.

We would advise that door staff fill out an incident book when ID is confiscated so that the premises and the door staff company have a record of ID that has been confiscated and the details of the incident will not be lost between shifts.

The details of acceptable ID above outline false IDs and how to identify them, but identifying whether a genuine document belongs to the person presenting it can be more difficult. When checking if ID belongs to someone, the easiest way is to check the photograph. For this reason, the area where door staff are operating should be well lit, otherwise they should be provided with light sources to check the ID sufficiently. If the door supervisor has any doubt that the pictures do not match, the below questions may be useful in carrying out further checks

We have discussed this issue with door supervisors and police officers and compiled the following list of questions to be used:

- Ask the person for their date of birth – this can lead to them mixing their own with the one on the card or not being able to recite the date on the card on the spot.
- Ask the person for their star sign – a young person may have memorised the date of birth on the card they are using but are unlikely to know the star sign.
- Ask for another form of ID such as a bank card or student ID – If someone steals or borrows another persons ID, they are unlikely to take other forms and their purse/wallet will have their own ID in it.
- Ask for the postcode on the ID – A person using borrowed ID may know the first line of the address but may have difficulty remembering the postcode under pressure.
- Ask for their age – someone with borrowed ID may accidentally give their own age or 18 as this is the legal drinking age.

GUIDE TO PREMISES

Licensed Premises have a responsibility to ensure that alcohol consumed in their premises is done so legally. One of these legal requirements is to prevent the sale of alcohol to under 18s. In this section we will provide details on how premises should deal with false identity documents once they have been confiscated by door supervisors.

Mandatory Code Underage Policy/challenge 25

Part of the Mandatory Code of Practice for Alcohol Retailers requires premises to an age verification policy. This come into effect on 1st October 2010.

As a minimum, the premises must have a policy that requires people who appear to be under the age of 18 to be asked, before being served alcohol, to produce identification showing their:

- Photograph
- Date of birth
- A holographic mark

Examples of acceptable ID include:

- Photo card driving licences
- Passports or proof of age cards bearing the PASS hologram
- Other forms of ID which meet the criteria laid out above are also acceptable

Staff who work in these venues must be made aware of the existence and content of the age verification policy.

Further details on this requirement can be found on the following website:

<http://www.homeoffice.gov.uk/publications/alcohol/new-conditions-alcohol/>

An example of what an age verification policy could look like is in Annex F.

How false ID could be stored and recorded

It is advisable that premises have an incident book to record incidents on and around the premises. When false ID is confiscated, this should be recorded in the book along with the names of the door supervisor that confiscated it, the name on the ID, and the name of the bar manager in charge. A description of the person using the ID and the time of the incident may also prove useful for the police.

Once the false ID has been recorded, it should be stored, along with the police half of the seizure form, in the same way that a premises handles confiscated drugs. They should be locked away in a secure place until the police are ready to collect them or when a manager is taking them to the police station.

How/when to contact the police regarding seized ID

The police should arrange a single point of contact in the licensing team for licensed premises to contact to deal with the issue of false ID. Local arrangements should be made between police and licensed premises to outline how/when licensed premises should be informed of confiscated ID.

How long ID could be kept before being handed to police

Good practice indicates that false ID should not be held on the premises any longer than 72 hours. This means that ID confiscated on Friday evening can be stored, along with ID confiscated on Saturday and Sunday evenings, until Monday morning before being handed over to the police.

What to do if a person complains that their ID has been seized

If a person complains that their ID has been seized, the premises manager should invite the person into an office and explain the situation in more detail. A copy of this guidance can be shown to the person using the ID and explain that the person can retrieve their ID from the police within the deadline set out on the seizure form.

Information about signs that can be placed on entrances detailing the ID policy

Signs should be used at entrances to a premises detailing the ID policy and informing individuals that the premises has a policy of confiscating false ID. These signs can deter people using false ID from entering the premises and can be used to diffuse anger towards door supervisors. An example of wording for these signs is below:

“This premises operates a Challenge 25 policy. You may be asked to show ID if you appear to be under 25. If the ID that you present is suspected to be false or belonging to someone else, it will be confiscated and handed over to the police. Gaining entry to this premises using fake ID or ID that doesn’t belong to you is a criminal offence.”

Guide on how ID could be seized if door staff are not operating

If door supervisors are not operating, the identification and confiscation of ID can be more difficult. It is advisable that staff are given training on age verification policies, as well as how to spot false ID. This guide can give them an idea of what to look for and empower them to confiscate it if they feel that the document presented to them is false. If bar staff decide to confiscate ID, it should be recorded in the incident book and treated in the same way as described in the door supervisor section. If bar staff do not feel confident confiscating ID, the sale should be refused and the person asked to leave the premises.

Information on ID scanning

There are a number of the providers of age verification systems to the leisure industry which provide additional security, id scanning, marketing, metal detection EPOS and bluetooth products to the Industry. Scanners can authenticate different types of documents including passports, driving licences and cash.

Details of a case study carried out by the Metropolitan Police and Sutton Council in relation to IDscan can be found in Annex G.

Details of age related services and products can be found on the following website:

<http://www.challenge25.com/>

Guide to Police

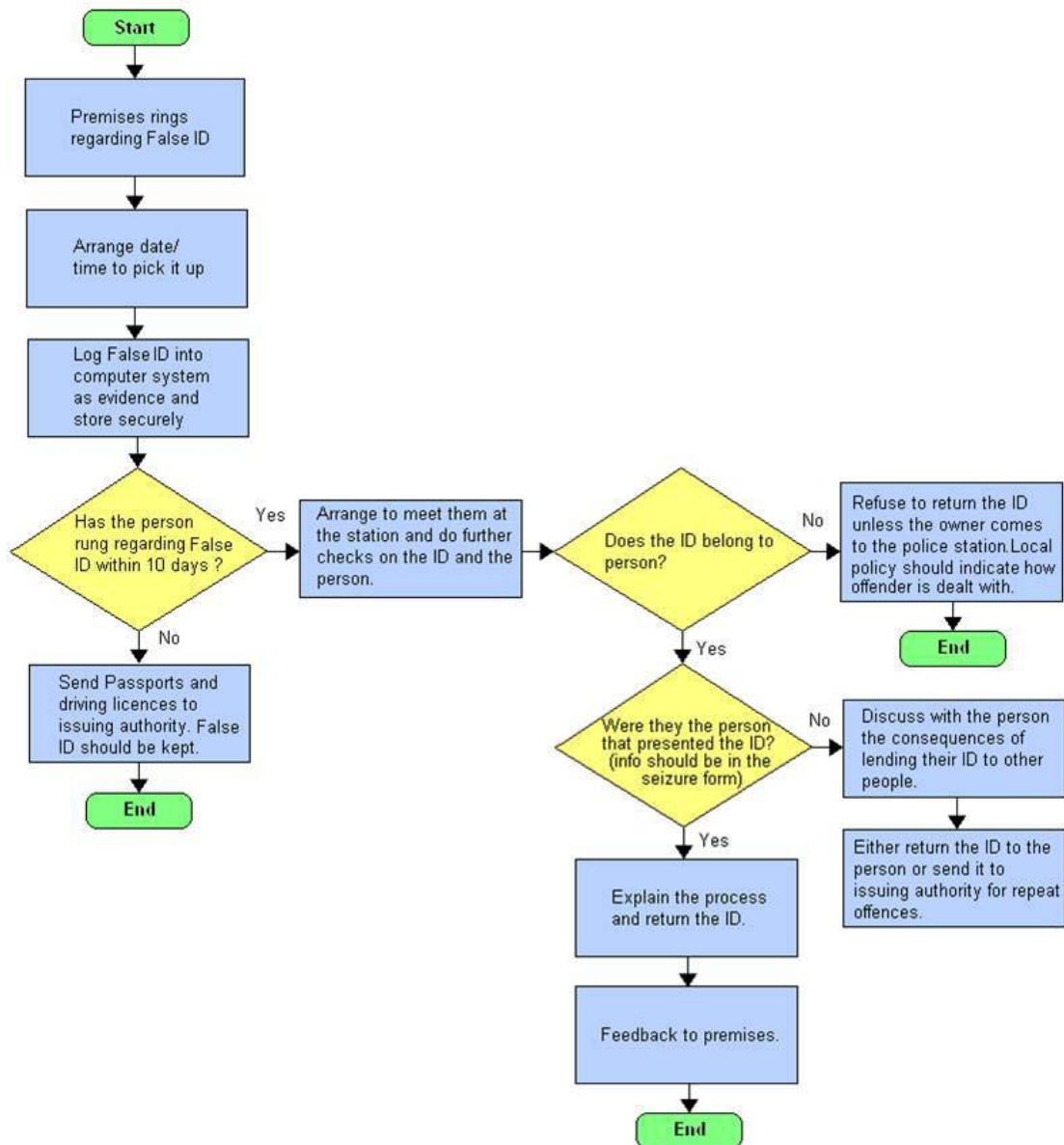
Single Point of Contact (SPOC)

It is advisable that premises have a single point of contact (SPOC) in the police to contact regarding the confiscation of false ID. This makes it easier for premises to report incidents, and prevents confusion between the police and premises. If possible, the SPOC should be the same person that deals with false ID once it has come into the station.

Bailment (Seizure) Form

It is advisable that police work with local venues and door staff companies to establish a bailment form to be used when ID is confiscated. The police should ensure that the form contains all the necessary information they will need without making the forms overly long and cumbersome for door staff to fill out. A copy of the South Yorkshire Police Bailment Form can be found in **Annex E**.

Actions for Consideration



How long the police could authentic PASS Cards/ passports/driving licences before they are sent back to the responsible authorities

Current practices in forces indicates that genuine passports and driving licences should be held by the police for 10 working days. This gives the owner of the ID enough time to attend the police station and argue their case for the ID to be returned before they are sent to the issuing authorities.

Statement from the PASS

All PASS cards that have been confiscated should be returned to the card issuer or the PASS administrator. Details for these are available on the PASS website (www.pass-scheme.org.uk)

Statement from the DVLA

As the seizure of licences in such circumstances is not a motoring / road traffic matter, it is very much up to the Police if they decide to hold the licence as evidence and prosecute the user or forward them on to DVLA.

Where photocard licences are received here from the Police, if the genuine holder gets in touch with DVLA within 90 days and has possession of the paper counterpart licence then we will re-issue the licence to them without charge. The 90 days is a 'concession', after that period or without possession of the paper counterpart a fee of £20 is payable.

Driving Licences should be sent to the following address:

DVLA
Swansea
SA99 1AB

Statement from Identity and Passport Service (IPS)

Passports recovered in the course of Police duties should be returned to the IPS with an R01 form.

This form is only for use by law enforcement agencies to report details of passports that have been recovered in circumstances where identity fraud or related crime is known to have taken place, or it has been out of the control of the holder (i.e. lost/mislaid).

The passport should be returned to the IPS with the form. However, where the passport must be retained for evidential purposes this should be indicated on the form, which should then be sent ahead of the passport. The passport can be returned under separate cover at the conclusion of the case.

Any found passports must be sent direct to IPS and not returned to the passport holder.

As all found passports must be sent direct to IPS no enquiries should be completed to try to locate the passport holder.

Prior to returning any passports to IPS the top right corner of the front and back cover and the person details page should be cut to physically cancel the passport. The return address is:- IPS, PO Box 654, Peterborough, PE1 1WP.

The R01 form should be available on police computer systems. A copy of the form is in **Annex H**.

What should police do with counterfeit ID

Counterfeit ID should be kept according to evidence policy and destroyed once it is no longer of use.

Subsequent Action

When a person comes to collect a genuine passport or driving licence it is important to check their details against those on the seizure form, to establish whether they were the person who presented the ID at the licensed premises. After checks, if it appears that they did present their own ID, the police officer should explain the process including the reasons the door staff confiscated the ID, and explain that they will provide feedback to the premises. The genuine ID should be handed back to the person in these circumstances.

If it appears that someone else presented their ID, the police officer should question how the ID came to be used by another person. If the person states that the ID has been used without their consent, the police officer can offer to take proceedings on that fact with the ID being held as evidence. If the person admits that the ID has been used with their knowledge, the police officer should explain that this is a criminal offence and take appropriate action. Returning the ID is at the discretion of the police officer dealing with the situation. However, repeat offences should be dealt with by sending the ID to the issuing authority.

It is possible that someone may come to the police station after the 10 day deadline. If the passport is still at the police station, it is up to the police officer to decide based on the individual circumstances of the case. If the passport has been sent back to IPS, the officer can explain the process, then provide details of the urgent passport application service detailed below:

To get a passport within two weeks, they will need to apply in person at one of IPS's Regional Passport Offices. They can use:

- The Fast Track one-week service
- The Premium one-day service

To use either service they must first make an appointment. They can do this by calling the IPS Passport Adviceline on 0300 222 0000. The line is open between 8.00 am and 8.00 pm Monday to Friday and 9.00 am and 5.30 pm on weekends and public holidays.

More details on this service are available on the following website:

http://www.direct.gov.uk/en/TravelAndTransport/Passports/howlongittakesandurgentapplications/DG_174149

Communicating to raise awareness

The police force may wish to use communications to raise awareness of the offences relating to the use of false ID, and the potential outcomes. This has been carried out on a national scale by the Home Office through the use of posters but smaller, local campaigns have been carried out to further raise awareness. Some examples of these are detailed below:

Council Bulletin - London Borough of Bexley

“The London Borough of Bexley and Bexley Police are warning teenagers who carry or use fake ID cards that they are committing an offence and could face arrest and risk a criminal record.

Last week a 19-year-old from Bexley, who bought a fake ID online for £10 when she was 17, was given a caution after admitting possession of a forged identity card with the intention of fraudulently using it.

In a separate incident a 17-year-old who attempted to use a forged ID card to buy alcohol from a newsagents in Bexleyheath was arrested after a vigilant shopkeeper challenged the girl as she attempted to buy alcohol. The girl has since been referred to the Bexley Youth Offending Unit.

Underage youngsters buying false ID through online websites to obtain age restricted products are not only committing an offence but are leaving themselves open to having their identity stolen.

Investigating officer, PC John Horton said, “We know the problem is widespread but this issue is partly a matter of education. Youngsters need to understand that they are paying for a useless piece of plastic which could land them in trouble with police. Not only that, they are sending genuine personal information to non-UK based websites that manufacture forged identification cards leaving themselves vulnerable to identify theft in the future.”

Cabinet Member for Community Affairs, Cllr Katie Perrior said; “Responsible traders in Bexley who sell age restricted products, such as alcohol or cigarettes, are working with the Council and local Police to ensure that age restricted products do not get into the hands of young vulnerable people.

Unfortunately their efforts are being undermined by the use of fake ID cards by young people.

Bexley’s Partnership between local traders, Council and Police means that suspicions about fake ID are reported promptly and where ever possible action taken against the individuals concerned.”

The Council and Bexley Police are reminding local traders that they should only accept a passport, driving licence or nationally accepted proof of age card. Retailers who accept fake ID cards or nonapproved forms of ID could leave themselves open to prosecution if they sell age restricted products to minors. The Council encourage traders to operate 'Challenge 25' and ask anyone who appears under the age of 25 for an approved form of ID before selling an age restricted product.

Bexley Police have been passed a number of other similar fake ID cards and their investigations are on-going."

Campaign/local papers – Newquay Police and shops

"A CAMPAIGN to tackle the scourge of under-age drinking in Newquay has been launched – calling for a zero tolerance policy on fake IDs.

Launched by husband and wife team Michelle and Paul Caldwell, who run the town's Shopwatch scheme, and licensed premises group, the campaign also has the full backing of Newquay police.

Owners of licensed premises told the Guardian last summer how the town was drowning under a wave of fake ID cards, with thousands of youngsters trying to buy booze under age. But this year's campaign aims to spread the word among licensees to stand together and turn away those who try to buy alcohol illegally.

Michelle Caldwell, who runs Chocbox newsagents on East Street with husband Paul, said: "The stance from retailers and those who sell age-restricted products is that we want people to come to Newquay and have a good time but if they use fake IDs, then they will be confiscated."

Identity Theft Warnings – Bolton Police

“Teenagers buying fake identification online are handing their personal details over to organised crime gangs, police have warned.

Officers say underage youngsters desperate to get into pubs and clubs could be leaving themselves open to serious identity theft after buying fake ID online.

And they might not realise they have been scammed for months or, even, years.

Sgt John Boyce said: “Young people who are sending these websites their personal details are leaving themselves wide open to identity theft in the future.

Behind the scenes there is an organised crime gang out there who will now have their photo, home address, email address and a good idea of their age.”

The warning comes after two 17-year-old girls received police warnings after they tried to get into the J2 nightclub in Nelson Square with what they claimed were two international driving licences.

The doorstaff were not convinced by the cards and handed them to patrol officers who subsequently interviewed the girls and asked where they had obtained the bogus IDs.

The teenagers, from Bury, said they had bought the convincing IDs, which were laminated and had holograms on them, for £20 each from the website which claims to be based out of Spain. The website uses a PO Box address in Gatwick, London, but further investigation by the police revealed that the domain name was actually registered to a person in Macclesfield, Cheshire.

Officers are now liaising with Cheshire police and the inquiry is ongoing. Other websites urge people to send their details to China.

Sgt Boyce added: “Kids are paying £20 for a useless piece of plastic, but the scary thing is they are providing unknown people with a list of personal details they would never ordinarily give away so cheaply. The scary thing is that a year from now people could start seeing irregular activity in their bank accounts.”

ANNEX A – FAKE ID POSTERS



ANNEX B – IDENTITY CARDS ACT 2006

25 Possession of false identity documents etc.

(1) It is an offence for a person with the requisite intention to have in his possession or under his control—

- (a) an identity document that is false and that he knows or believes to be false;**
- (b) an identity document that was improperly obtained and that he knows or believes to have been improperly obtained; or**
- (c) an identity document that relates to someone else.**

(2) The requisite intention for the purposes of subsection (1) is—

- (a) the intention of using the document for establishing registrable facts about himself; or**
- (b) the intention of allowing or inducing another to use it for establishing, ascertaining or verifying registrable facts about himself or about any other person (with the exception, in the case of a document within paragraph (c) of that subsection, of the individual to whom it relates).**

(3) It is an offence for a person with the requisite intention to make, or to have in his possession or under his control—

- (a) any apparatus which, to his knowledge, is or has been specially designed or adapted for the making of false identity documents; or**
- (b) any article or material which, to his knowledge, is or has been specially designed or adapted to be used in the making of false identity documents.**

(4) The requisite intention for the purposes of subsection (3) is the intention—

- (a) that he or another will make a false identity document; and**
- (b) that the document will be used by somebody for establishing, ascertaining or verifying registrable facts about a person.**

(5) It is an offence for a person to have in his possession or under his control, without reasonable excuse—

- (a) an identity document that is false;**
- (b) an identity document that was improperly obtained;**
- (c) an identity document that relates to someone else; or**
- (d) any apparatus, article or material which, to his knowledge, is or has been specially designed or adapted for the making of false identity documents or to be used in the making of such documents.**

(6) A person guilty of an offence under subsection (1) or (3) shall be liable, on conviction on indictment, to imprisonment for a term not exceeding ten years or to a fine, or to both.

(7) A person guilty of an offence under subsection (5) shall be liable—

(a) on conviction on indictment, to imprisonment for a term not exceeding two years or to a fine, or to both;

(b) on summary conviction in England and Wales, to imprisonment for a term not exceeding twelve months or to a fine not exceeding the statutory maximum, or to both; Identity Cards Act 2006 (c. 15) 25

(c) on summary conviction in Scotland or Northern Ireland, to imprisonment for a term not exceeding six months or to a fine not exceeding the statutory maximum, or to both; but, in relation to an offence committed before the commencement of section 154(1) of the Criminal Justice Act 2003 (c. 44), the reference in paragraph (b) to twelve months is to be read as a reference to six months.

(8) For the purposes of this section—

(a) an identity document is false only if it is false within the meaning of Part 1 of the Forgery and Counterfeiting Act 1981 (c. 45) (see section 9(1) of that Act); and (b) an identity document was improperly obtained if false information was provided, in or in connection with the application for its issue or an application for its modification, to the person who issued it or (as the case may be) to a person entitled to modify it; and references to the making of a false identity document include references to the modification of an identity document so that it becomes false.

(9) Subsection (8)(a) does not apply in the application of this section to Scotland.

(10) In this section “identity document” has the meaning given by section 26.

26 Identity documents for the purposes of s. 25

(1) In section 25 “identity document” means any document that is, or purports to be—

(a) an ID card;

(b) a designated document;

(c) an immigration document;

(d) a United Kingdom passport (within the meaning of the Immigration Act 1971 (c. 77));

- (e) a passport issued by or on behalf of the authorities of a country or territory outside the United Kingdom or by or on behalf of an international organisation;
- (f) a document that can be used (in some or all circumstances) instead of a passport;
- (g) a UK driving licence; or
- (h) a driving licence issued by or on behalf of the authorities of a country or territory outside the United Kingdom.

(2) In subsection (1) “immigration document” means—

- (a) a document used for confirming the right of a person under the Community Treaties in respect of entry or residence in the United Kingdom;
- (b) a document which is given in exercise of immigration functions and records information about leave granted to a person to enter or to remain in the United Kingdom; or
- (c) a registration card (within the meaning of section 26A of the Immigration Act 1971); and in paragraph (b) “immigration functions” means functions under the Immigration Acts (within the meaning of the Asylum and Immigration (Treatment of Claimants, etc.) Act 2004 (c. 19)).

(3) In that subsection “UK driving licence” means—

26 Identity Cards Act 2006 (c. 15)

- (a) a licence to drive a motor vehicle granted under Part 3 of the Road Traffic Act 1988 (c. 52);
or
- (b) a licence to drive a motor vehicle granted under Part 2 of the Road Traffic (Northern Ireland) Order 1981 (S.I. 1981/154 (N.I. 1)).

(4) The Secretary of State may by order modify the list of documents in subsection

(1).

(5) The Secretary of State must not make an order containing (with or without other provision) any provision that he is authorised to make by subsection (4) unless a draft of the order has

ANNEX C – FRAUD ACT 2006

6 Possession etc. of articles for use in frauds

(1) A person is guilty of an offence if he has in his possession or under his control any article for use in the course of or in connection with any fraud.

(2) A person guilty of an offence under this section is liable—

- (a) on summary conviction, to imprisonment for a term not exceeding 12 months or to a fine not exceeding the statutory maximum (or to both);
- (b) on conviction on indictment, to imprisonment for a term not exceeding 5 years or to a fine (or to both).

ANNEX D – FORGERY AND COUNTERFEITING ACT 1981

3 The offence of using a false instrument

It is an offence for a person to use an instrument which is, and which he knows or believes to be, false, with the intention of inducing somebody to accept it as genuine, and by reason of so accepting it to do or not to do some act to his own or any other person's prejudice.

ANNEX E – BAILMENT FORM

Identification Document Bailment Contract Form **No.: 00001**

Premises Name: CCTV Evidence: Yes / No

Incident: Date: Time: Person Checking ID:

Name Shown on ID: ID Reference:

Name of person presenting ID:

Type of ID: Driving Licence Passport Pass Card National ID Card

Notes:

.....

.....

.....

..... Presenters Signature (Optional):

Forward ID Document to: City SNT, Yorkshire House, Leopold, Sheffield S1 3RT

Telephone: 0114 275 6630

No.: 00001

Possession of your identification documents has been handed under bailment to a licensed door supervisor pursuant to the confirmation of age. This identification document will be collected by a Police Licensing Officer from Yorkshire House, Sheffield every Monday and will be retained for 10 days before being returned to the relevant authority. If the document has been fraudulently used then any offences disclosed will be investigated. Please retain this receipt slip as proof of seizure.

ANNEX F – AGE VERIFICATION POLICY

Premises Age Verification Policy

Name and address of premises

.....
.....
.....

Name of premises licence holder

.....

Name of designated premises supervisor

.....

1. This policy applies in relation to the sale or supply of alcohol on this premises.
2. For this policy the responsible person is one of the following:
 - the holder of the premises licence;
 - the designated premises supervisor;
 - a person aged 18 or over who is authorised to allow the sale or supply of alcohol by an under 18; OR
 - a member or officer of a club present on the club premises in a capacity which enables him or her to prevent the supply in question
3. Staff serving alcohol on the premises must require any individuals who appear to the responsible person to be under the age of 18 years of age to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and a holographic mark.
4. Examples of appropriate identification include:
 - A photo card driving licence
 - A passport
 - A proof of age card bearing the PASS hologram
5. The premises licence holder or club premises certificate holder will ensure that staff are made aware of the existence and content of this policy.

Signed.....

PREMISES LICENCE HOLDER /CLUB PREMISES CERTIFICATE HOLDER

ANNEX G – IDSCAN CASE STUDY

With national underage test purchase failures often hitting a failure rate of more than 50%, the Metropolitan Police's attention was drawn to the 100% pass rate experienced by retailers using IDScan's equipment.

It was decided that the London local borough of Sutton together with the Metropolitan Police should conduct a case study to scrutinise the effectiveness of the systems.

Funding was supplied by the UK Home Office and a six month trial was instigated from November 2009.

It was decided that a thorough investigation into the effectiveness would be best tested by asking for volunteers from the local off-licence and supermarket community of Sutton.

The case study objectives were to appraise the following:

- 1) Public perception and acceptance;
- 2) Usability and functionality;
- 3) Effectiveness in reducing failed test purchases;
- 4) Effectiveness in reducing proxy purchases;
- 5) Effectiveness in reducing attempted underage test purchases.

After six months of trial not one of the sites included in the trial failed a test purchase. Whilst more than 15 licensed premises in the Borough failed a test purchase during the same period.

7200 age challenges were made

2200 age challenges were made where ID was volunteered

109 underage alerts from ID cards presented

439 refused sales

61% challenges female

39% challenges male

11% challenges for cigarettes

71% challenges for alcohol

ANNEX I - STATISTICS

Number of offenders cautioned⁽¹⁾⁽²⁾ and defendants proceeded against at magistrates' courts and found guilty at all courts for selected offences, England and Wales, 2007 to 2009⁽³⁾⁽⁴⁾⁽⁵⁾

Offence description	Statute	2007					2008(6)					2009		
		Cautioned	Proceeded against	Found guilty	Cautioned	Proceeded against	Found guilty	Cautioned	Proceeded against	Found guilty	Cautioned	Proceeded against	Found guilty	
Possessing or controlling a false or improperly obtained ID card or which relates to another, or apparatus etc for making false ID cards.	Identity Cards Act 2006, section 25(5) & (7).	182	442	428	225	476	550	179	357	418				
Dishonestly making a false representation to make a gain for oneself or another or to cause loss to another or to expose another to a risk.	Fraud Act 2006, sections 1(2a), (3) & (4) & 2.	2,789	3,287	2,574	3,746	5,718	4,526	3,942	8,528	6,608				
Possession etc. of articles for use in frauds.	Fraud Act 2006, section 6.	354	350	260	341	529	438	279	671	602				
Using a false instrument etc. in respect of scheduled drug.	Forgery and Counterfeiting Act 1981, Sections 3 & 4.	30	67	59	27	38	40	20	23	21				
Using a false instrument or a copy of a false instrument.	Forgery and Counterfeiting Act 1981, sections 3 & 4.	318	807	591	175	412	377	95	483	238				
Total	Total	3,673	4,953	3,912	4,514	7,173	5,931	4,515	10,062	7,887				

- (1) The cautions statistics relate to persons for whom these offences were the principal offences for which they were dealt with. When an offender has been cautioned for two or more offences at the same time the principal offence is the more serious offence
- (2) From 1 June 2000 the Crime and Disorder Act 1998 came into force nationally and removed the use of cautions for persons under 18 and replaced them with reprimands and warning. These figures have been included in the totals.
- (3) The figures given in the table for court proceedings relate to persons for whom these offences were the principal offences for which they were dealt with. When a defendant has been found guilty of two or more offences it is the offence for which the
- (4) Every effort is made to ensure that the figures presented are accurate and complete. However, it is important to note that these data have been extracted from large administrative data systems generated by the courts and police forces. As a consequence
- (5) The number of defendants found guilty in a particular year may exceed the number proceeded against as the proceedings in the magistrates' court took place in an earlier year and the defendants were found guilty at the Crown Court in the following year
- (6) Excludes data for Cardiff magistrates' court for April, July, and August 2008. Source: Justice Statistics Analytical Services in the Ministry of Justice [Ref: IOS 511-10]

ACKNOWLEDGEMENTS

The Home Office would like to thank all those who contributed to the development of this guidance and formed part of the expert group:

Martin Fisher	Herts Constabulary
Wendie Douglas	Hampshire Police
Keith Hall	Hampshire Police
David Walton	West Mercia Police
Matthew Burdett	South Yorkshire Police
Kate Winstanley	PASS
Robert Humphreys	PASS
Amy Cope	SIA
Sarah Davis	WSTA
Steve Baker	Pubwatch
Nick Lawrence (Chair)	Alcohol Strategy Unit
Deirdre Dent	Alcohol Strategy Unit
Emma Lawrence	Alcohol Strategy Unit
Cynthia Tanoh	Alcohol Strategy Unit
Rebecca Williams	Legal Advisers Branch
Hardish Purewal	Tesco Licensing
Xiaolei Xu (representative)	NUS Vice President
Verity Ridgman	Home Office Facilitator
John Chadwick	Home Office Facilitator

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