



Home Office

# Guidance on examining identity documents 2016

National Document Fraud Unit

# Introduction

Secure identity documents are presented as proof of identity, nationality, status within the United Kingdom, and for employment or renting accommodation. Document verification is crucial in ensuring that the documents presented are both genuine and presented by the rightful holder.

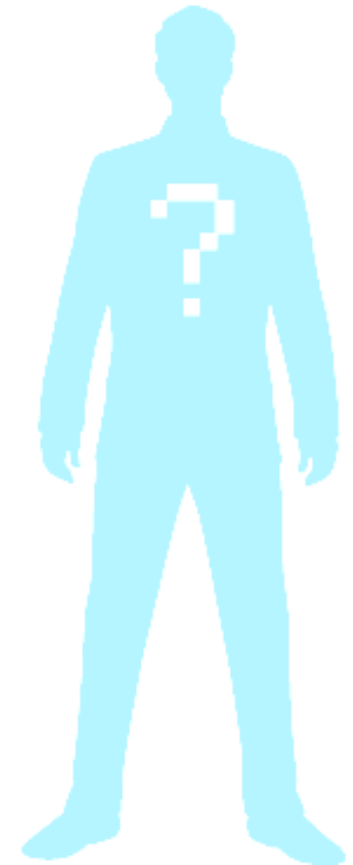
## **The aims of this guide are to:**

- Increase awareness of different types of identity documents used for identification purposes
- Outline what identity documents are encountered in the United Kingdom
- Gain knowledge of what to look for when presented with an identity document
- Provide a basic awareness of document abuse
- Introduce a checklist that can be used (pages 51 & 52)

# Types of Identity Document

An identity document is any document which may be used to verify aspects of a person's personal identity. These can include:

- Passports
- National identity cards
- Biometric residence permits and cards
- Other residence documents
- Driving licences
- Military identity cards
- Official identity documents (police warrant card etc)



# Types of Identity Document

**Various documents are acceptable for employment and renting accommodation in the United Kingdom (UK).**

Further guidance on Right-to-Work is available here:

<https://www.gov.uk/legal-right-work-uk>

[Right to Work checklist](#)

Further guidance on Right-to-Rent is available here:

<https://www.gov.uk/check-tenant-right-to-rent-documents/who-to-check>

[Right to Rent - a user guide](#)

# EU / EEA Member States Documents

Passports and identity cards from the following countries are acceptable (without any further visa or endorsement):



Austria  
Belgium  
Bulgaria  
Croatia  
Cyprus  
Czech Republic  
Denmark  
Estonia  
France  
Finland  
Germany  
Greece  
Hungary  
Iceland  
Ireland  
Italy

Latvia  
Liechtenstein  
Lithuania  
Luxembourg  
Malta  
Netherlands  
Norway  
Poland  
Portugal  
Romania  
Slovakia  
Slovenia  
Spain  
Sweden  
Switzerland  
United Kingdom

# United Kingdom Passports

UK passports are valid for up to 10 years and 9 months. There are currently 4 styles in circulation, issued to British citizens.



No longer valid



No longer issued to British citizens



From 1998 – last issued in 2006



From 2006

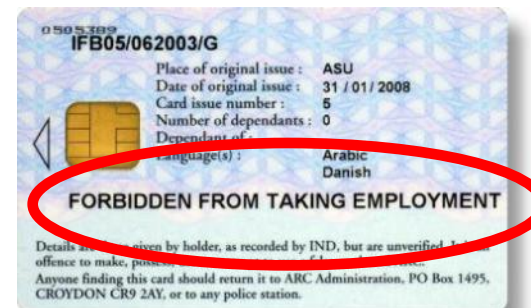
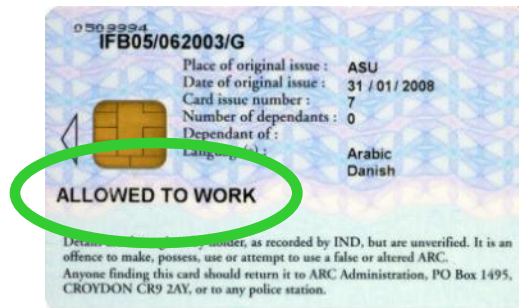


From 2010



From 2015

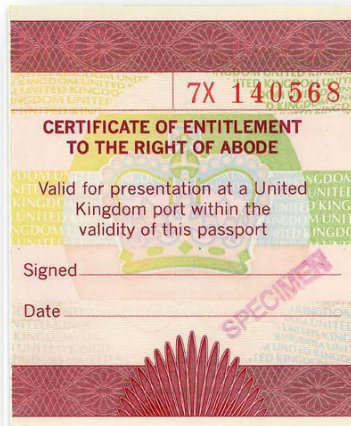
# Application Registration Cards (ARCs)



ARCs are issued to foreign nationals who have made an application to stay in the UK and are having their application considered. Once the application is either granted or refused the card should be withdrawn. The cards will state whether employment is permitted or forbidden. Where the ARC states that employment is permitted the employer must confirm this with the Employers' Checking Service.



# Certificate of Entitlement to the Right of Abode



Old style



## Interim style (with or without a machine readable zone (MRZ))

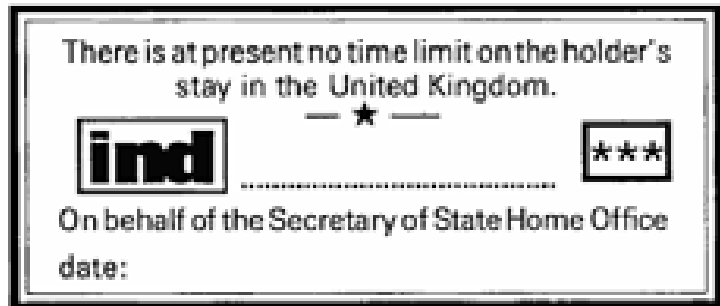


Latest style

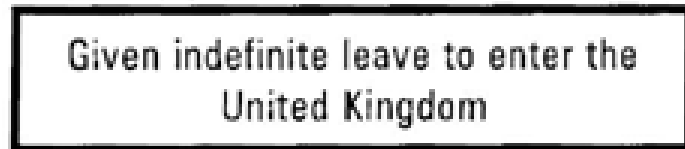
These vignettes (stickers) are evidence of the holder's Right of Abode in the UK. They are affixed inside the holder's foreign passport. They provide evidence that the holder is entitled to travel to, or live, in the UK.



# Indefinite Leave to Remain (ILR) Stamps & Vignettes



+ Home Office ink date stamp



+ Immigration Officer ink date stamp



They allow a non EU / EEA national to remain indefinitely in the UK. They were last issued in August 2006 having been replaced by the residence permit. However, there are many in circulation because they have no expiry date. They are only acceptable evidence of right-to-work or right-to-rent if they are fixed to an unexpired passport or travel document.

# Category D Entry Clearance



A visa to enter the United Kingdom for a period of 6 months or more. They can typically be endorsed with a variety of conditions / restrictions, for example, as a spouse, to work, or to join family. They can also grant indefinite leave to enter. They ceased to be issued on 30<sup>th</sup> July 2015 and have been replaced by the Biometric Residence Permit. They are only valid evidence of right-to-work or right- to-rent if contained in an unexpired passport.



# United Kingdom Residence Permit (UKRP)



First issued in 2003, this is placed into a passport or onto an 'Immigration Status Document' (ISD - a white piece of A4 paper). They were last issued on 30<sup>th</sup> November 2012 and were replaced by the Biometric Residence Permit.

This is a residence permit that replaced the green ILR vignettes and ink stamp endorsements that were previously used (see page 9). They give permission to reside in the UK for the purpose stated on the vignette, e.g. student or work permit holder. If affixed to a passport, they are only valid as evidence of right-to-work or right-to rent if in an unexpired passport.

# Biometric Residence Permit (BRP)

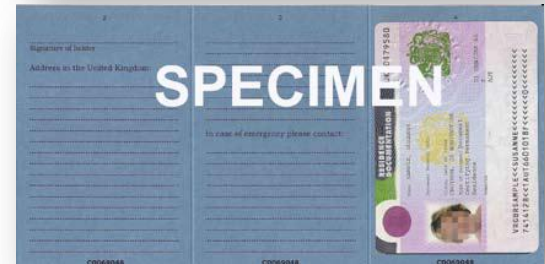
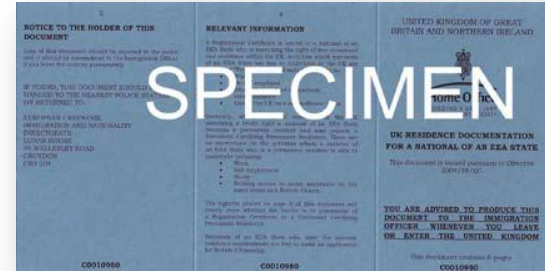


Introduced from November 2008, BRPs also give permission to reside in the UK. A person will usually have a valid UKRP or BRP.





# Residence Documentation (EU/EEA Nationals)



Note that Residence Documentation vignettes are also usually issued on blue cards (EU / EEA nationals), pink cards (Swiss nationals), yellow cards (Bulgarian and Romanian nationals) and purple or yellow cards (Croatian nationals).



Not allowed to work / Maximum 6 month stay

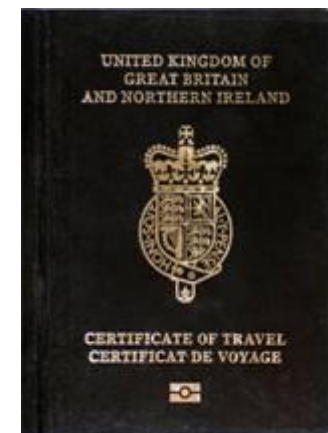
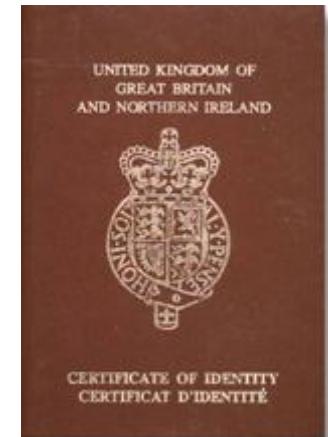
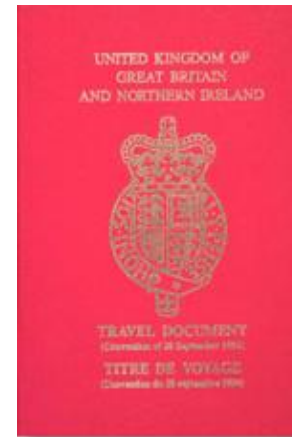
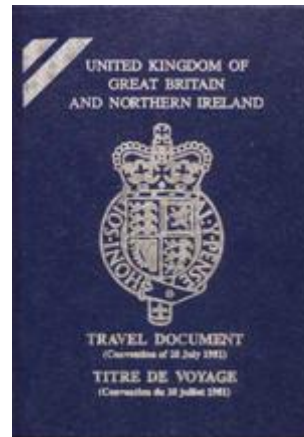


These visas are issued to visitors to the UK – they are valid for a maximum stay of 6 months and holders are not allowed to undertake paid or voluntary work in the UK.

# Home Office Travel Documents

Original version  
(top)

New biometric version  
(bottom)

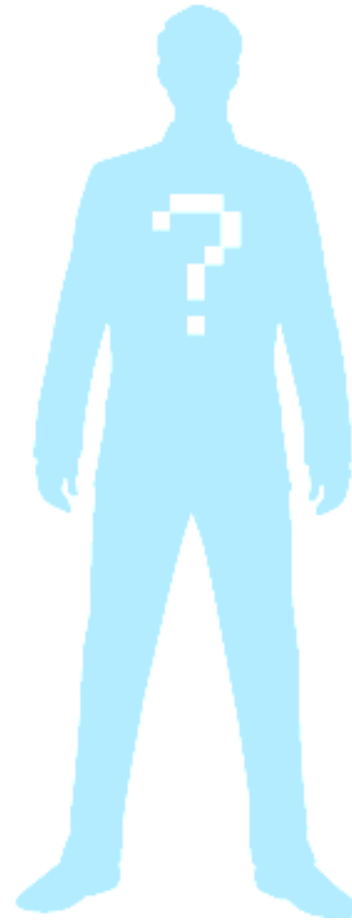


In all cases, the holder's status (leave to enter or remain) in the UK will be recorded on the observations page.

**Travel Documents do not confer the right to work.**

# Why abuse an identity document?

- **Illegal working**
- **Immigration abuse**
- **Financial fraud**
- **Benefit fraud**
- **Hide true identity**



# Types of document abuse

**Impersonation:** The person is simply a “look-alike” presenting a genuine document.

**Counterfeits:** A complete reproduction from scratch to resemble an officially issued document.

**Forgeries:** A genuine document that has been unlawfully altered in some way, for example:

- substituting a page
- substituting a photograph or image
- altering the personal details

**Pseudo / Fantasy Documents:** Documents which may have the physical appearance of a passport or identity card but are not officially recognised. They are not acceptable proof of either nationality or identity.



# Impersonation

## Initial checks

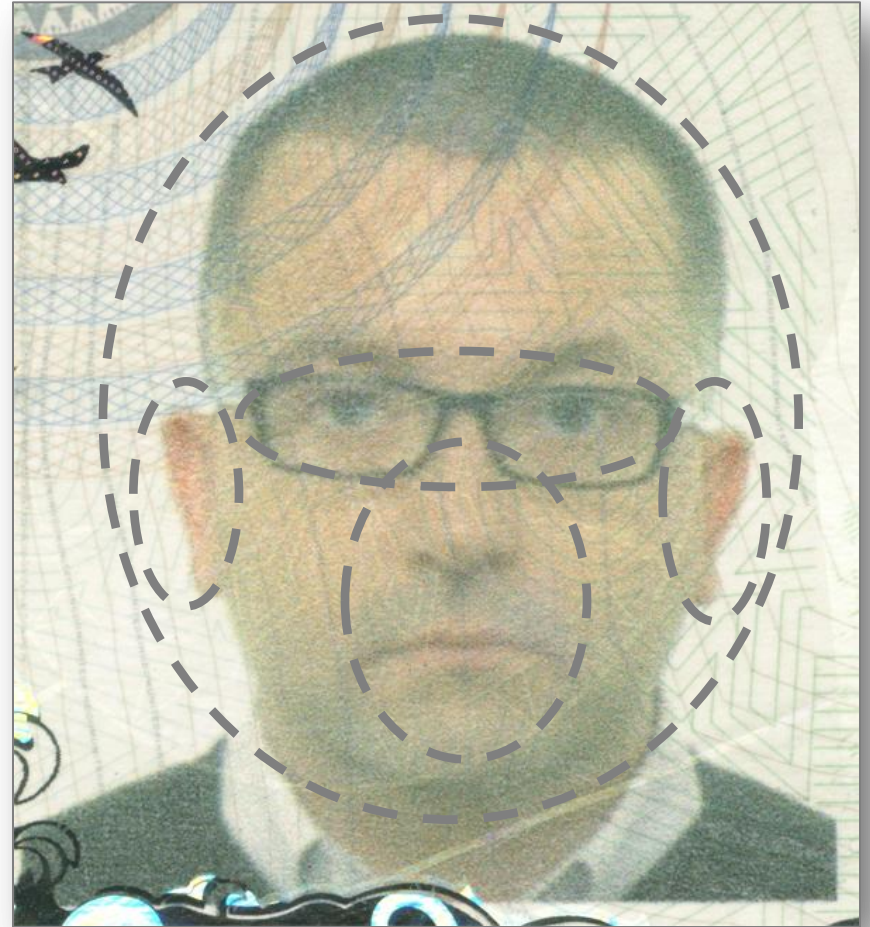
- Check the signature – can the person recreate it without sight of the document?
- Does the person in front of you look the correct age?
- Does the person have any distinguishing features eg. moles, scars etc?



# Impersonation

## Comparing features

- Compare the shape of the face
- Look at the features of the face individually
- Look at the position of each in relation to the rest of the face
- Ears are unique to each person



# Equipment

The following pieces of equipment are easy to obtain and can enhance your ability to detect fraudulent documents. However, the use of this equipment will only be effective if the user has an understanding of secure documents and their security features.

**Magnifiers:** Standard handheld magnifying glasses can be useful when examining documents to see if they are counterfeit (eg. looking at print quality), or if they have been forged (eg. damage around photographs and images).

**Ultraviolet (UV) light sources:** These are useful tools for identifying whether documents are made from secure paper or UV safeguards are genuine.

**Transmitted light:** Shining light through paper (e.g. using light from above, a lamp, or a torch) is a useful way to view features such as watermarks, and also any damage to paper.

**Document scanners:** These can provide a quick and easy way to establish the authenticity of documents presented for identity verification purposes. More guidance [here](#).

# Security Features

## Base Fluorescence



Here you can see a range of purported secure documents viewed in normal light.



# Security Features

## Base Fluorescence



Using ultraviolet (UV) light you can see counterfeit documents that fluoresce (shine) more brightly than genuine documents which use dull, secure paper / material.

# Security Features

## Watermarks



A watermark is created during the paper manufacturing process by varying the thickness of the paper. It is best viewed using transmitted light (eg. holding the paper up to a lamp or by shining a torch light through the paper). A real watermark should usually consist of subtle changes in tone and both lighter and darker areas.

A watermark should never react under UV light.

You will notice that many security features in passports can also be found in banknotes.

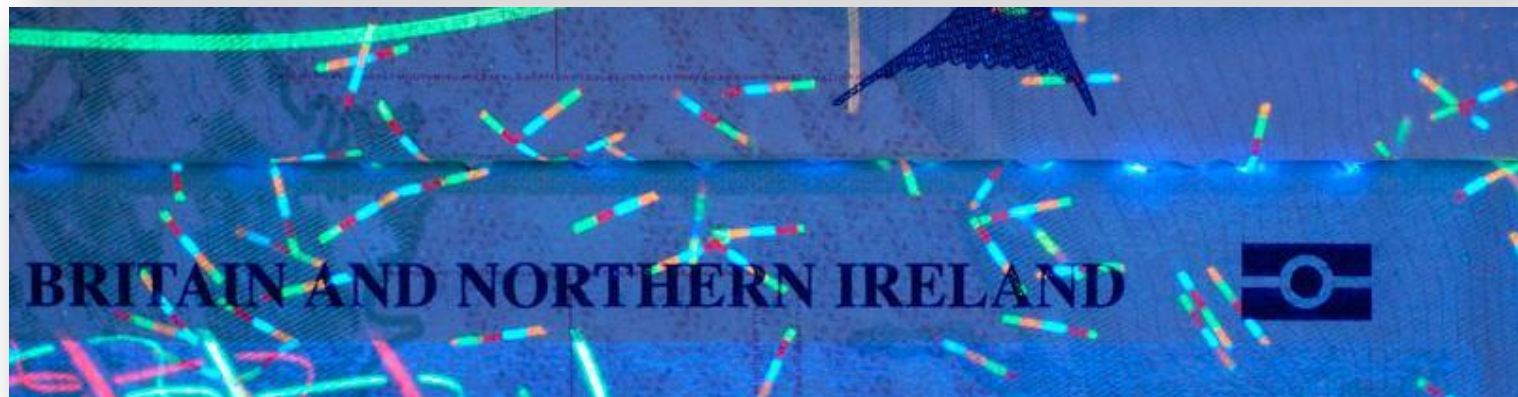




# Security Features

## Random Fibres

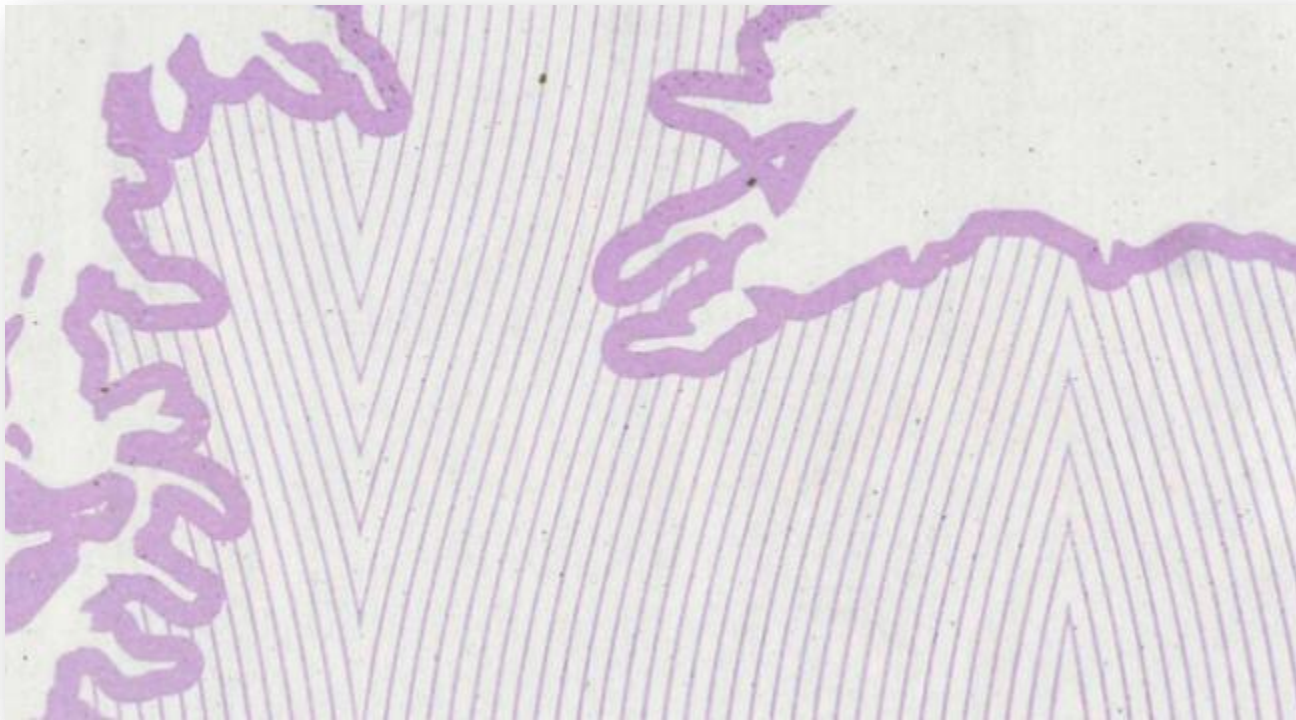
Security fibres which appear randomly across the paper. They can be visible to the naked eye, or react when exposed to UV light.



# Security Features

## Background Print

Background areas on secure documents are printed to a high standard. Using magnification, solid lines and detailed designs should be visible.





# Security Features

## Intaglio Ink

A printing process which results in the ink having a raised and rough feel which can be felt by running a finger over the paper. Intaglio printing can be found on the inside cover of most (but not all) passports. You can often find a hidden pattern, revealed when the page is viewed at an oblique angle. The images below are of the intaglio printed area in a British passport.







# Security Features

# Machine Readable Zone - Optical Character Recognition

Most passports and identity cards have a standardised machine readable zone (MRZ). Below is a chart of the **only** characters that should be seen in these lines. The presence of any characters that do not match this font exactly could indicate that the document may be a counterfeit or a forgery.

P<GBRUK<SPECIMEN<<ANGELA<ZOE<<<<<<<<<<<<<<  
9256654166GBR8812049F2010050<<<<<<<<<<<<<08

**N.B.** Some countries have issued genuine passports with a non-compliant font within the MRZ.

0 1 2 3 4 5 6 7 8 9  
A B C D E F G H I  
J K L M N O P Q R  
S T U V W X Y Z <

# Counterfeit Documents

A counterfeit is a complete reproduction from scratch to resemble an officially issued document. The counterfeiter will often simulate security features that you would expect to see.

## Things to consider:

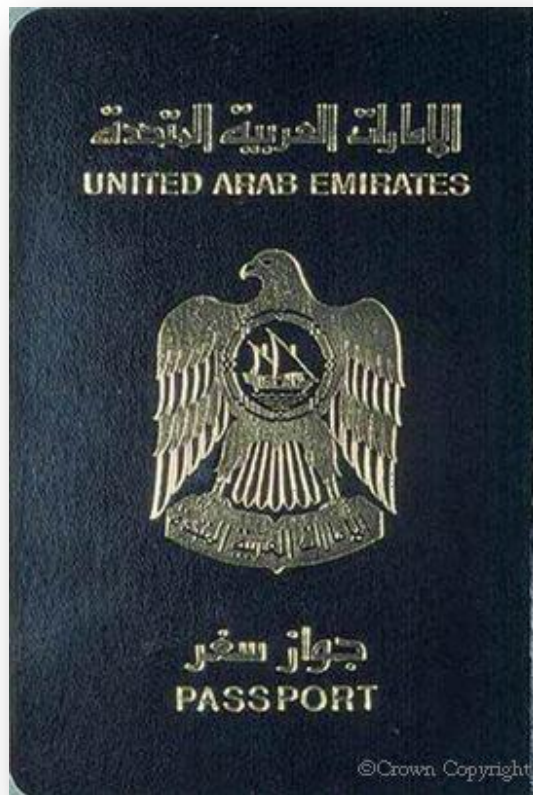
- What is the overall quality of the document?
- What is the reaction under UV light – bright or dull?
- Are there watermarks and other paper features e.g. random fibres?
- Has it been securely printed?



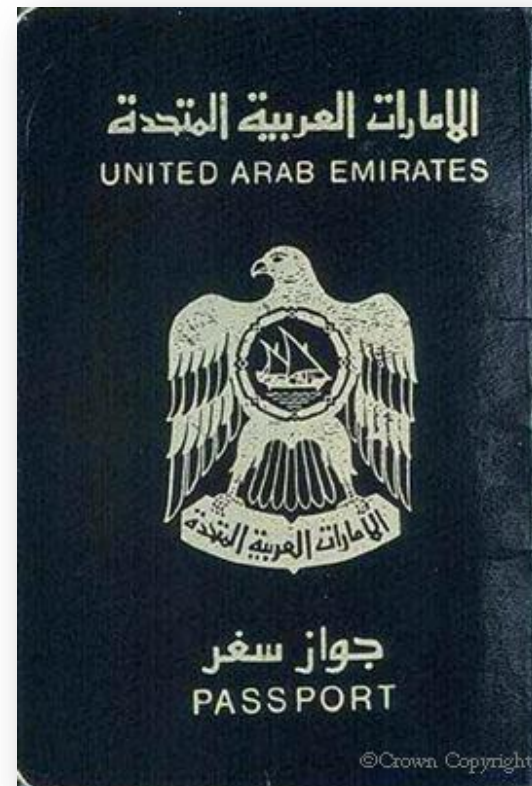
# Counterfeit Documents

Look at the **quality** of the document – it should be manufactured to a high standard. Consider the detail of the embossed design on the front (usually gold foil stamped into the cover), and feel the texture of the cover material. Compare the quality and fine detail of the genuine example (left) with the counterfeit (right).

Genuine



Counterfeit



# Counterfeit Documents

Look at the fluorescence (brightness) of the document **using ultraviolet light**.

Note the different reactions – security documents should have a dull reaction.



# Genuine

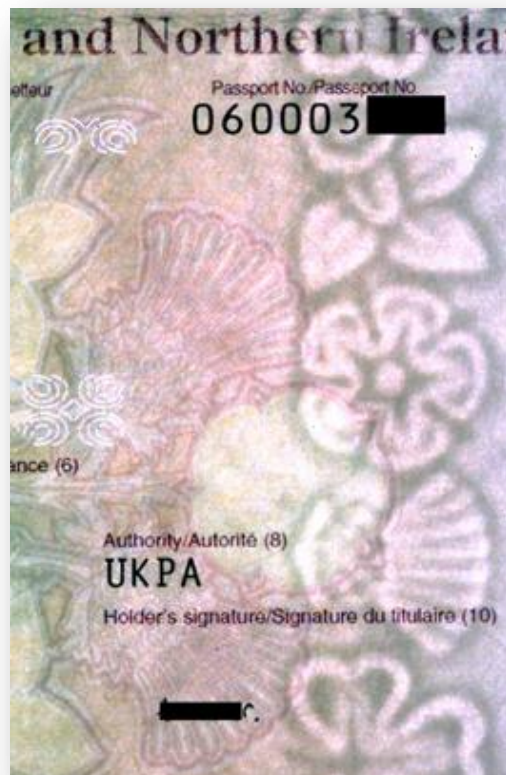


# Counterfeit

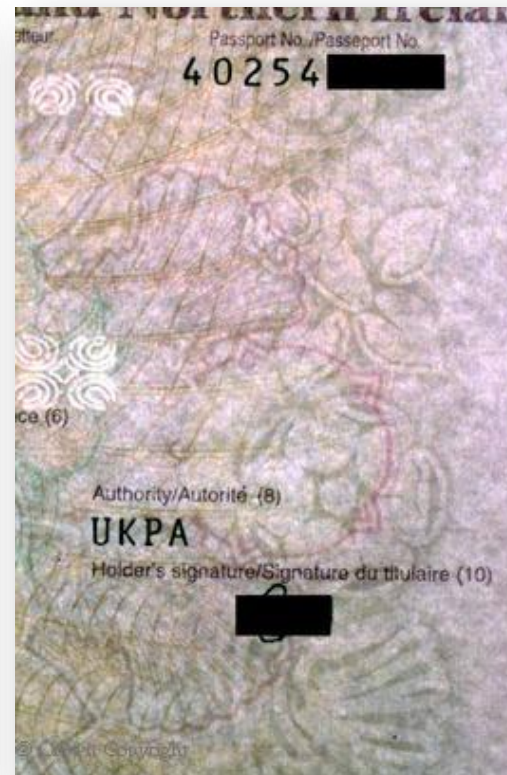
# Counterfeit Documents

Nearly all passports contain watermarks (some paper based identity cards also have one). When light is shone through the page the genuine watermark (left) has subtle variations in the light and dark areas (thinner or thicker areas of paper), unlike the counterfeit (right) which has been printed onto the surface.

Genuine



Counterfeit





# Counterfeit Documents

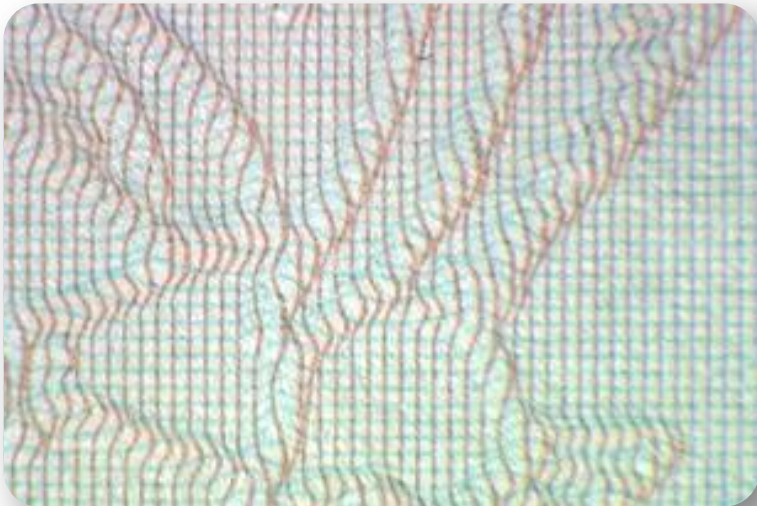
Security fibres appear randomly across the paper. No repeated pattern should be seen as the process is completely random. Looking at two pages from a Greek passport (below) under a UV light source, you can see that the fibres on pages 13 and 15 are in the same place. This is **not** possible in genuine documents.



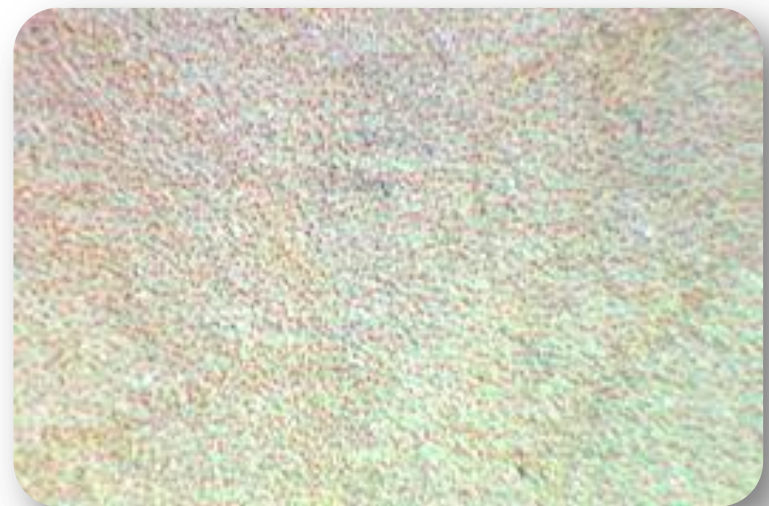


# Counterfeit Documents

Look at the **quality of the printing** - it should be solid lines of high quality.



Genuine

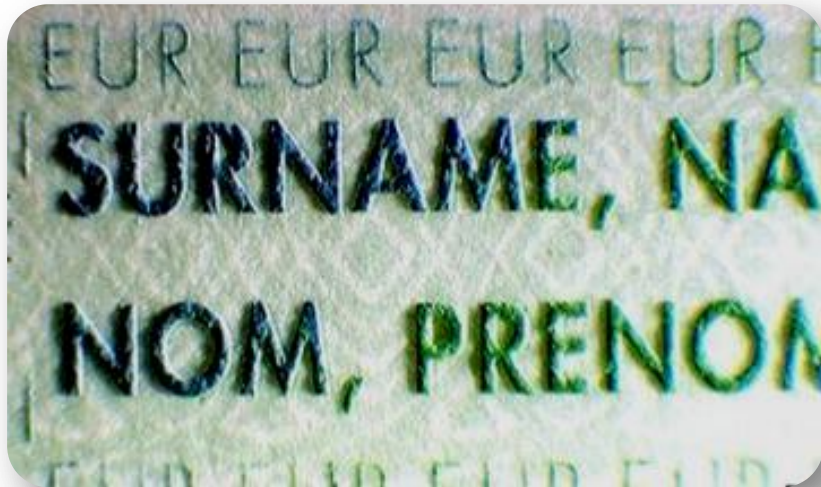


Counterfeit

The printed patterns on the pages are deliberately complex, like banknotes, to make copying difficult. The background print in the genuine passport (left) consists of solid fine lines unlike the random dots of the counterfeit (right), a characteristic of readily available home printers. Print quality is often a quick indicator of a counterfeit document. Commercial printing cannot produce the same quality as security printing.

# Counterfeit Documents

Genuine intaglio printing will have raised print which can be identified by touch. In contrast the counterfeit document on the right has this simulated using an embossing process.



Genuine



Counterfeit

# Counterfeit Documents

Many documents have holographic devices which are highly detailed and display different colours and designs when rotated and tilted. The counterfeit document below has a generic hologram with the word GENUINE in it – this is never seen.



Genuine



Counterfeit



**España** REPUBLICA N.º 15000707 NO. 40450707 NO.

**P. ESP Q493986** 00000000000000000000

**C0263961500** 00000000000000000000

**ANTONIO** 09-10-1971

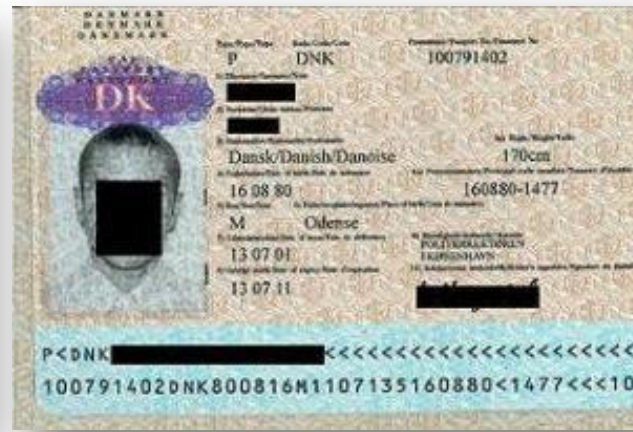
**MADRID (MADRID)**

**ESPANOLA** 00P AAMM2

**19-11-2003** 18-11-2013

**P. 19-11-2003** 18-11-2013

**Q493986<<9ESP7110099S54428900C0263961500<<28**



|                                                                                                                        |                                                                                    |
|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| 1. <b>Naam</b> : <i>Naam</i><br>Name : <i>Gezinsnaam</i>                                                               |                                                                                    |
| 2. <b>Voornaam</b> : <i>Voornaam</i><br>Middelen : <i>Gezinsnaam</i>                                                   |                                                                                    |
| 3. <b>Nationaliteit</b> : <i>Nationaliteit</i><br><i>Nationaliteitscode</i> : <i>Nationaliteit</i>                     | 4. <b>Gedachte</b> : <i>Sex</i><br><i>Geslacht</i> : <i>Sex</i>                    |
| 5. <b>Geboortedatum</b> : <i>Datum de geboorte</i><br><i>Geboortedatum</i> : <i>Datum de geboorte</i>                  |  |
| 6. <b>Geboorteplaats</b> : <i>Plaats de geboorte</i><br><i>Geboorteplaats</i> : <i>Plaats de geboorte</i>              |                                                                                    |
| 7. <b>Datum van afgifte</b> : <i>Datum de afgifte</i><br><i>Aanvraagdatum</i> : <i>Datum de afgifte</i>                |                                                                                    |
| 8. <b>Gedagte</b> : <i>Datum de afgifte</i><br><i>Gedagte</i> : <i>Datum de afgifte</i>                                |                                                                                    |
| 9. <b>Instituut</b> : <i>Instituut</i><br><i>Instituut</i> : <i>Instituut</i>                                          |                                                                                    |
| 10. <b>Handtekening van de houder</b> : <i>Handtekening</i><br><i>Handtekening van de houder</i> : <i>Handtekening</i> |                                                                                    |



38

[illegible]

These are all counterfeit documents.



The most common counterfeits you are likely to see will be EU documents.

# Forged Documents

## Unlawfully Altered Documents

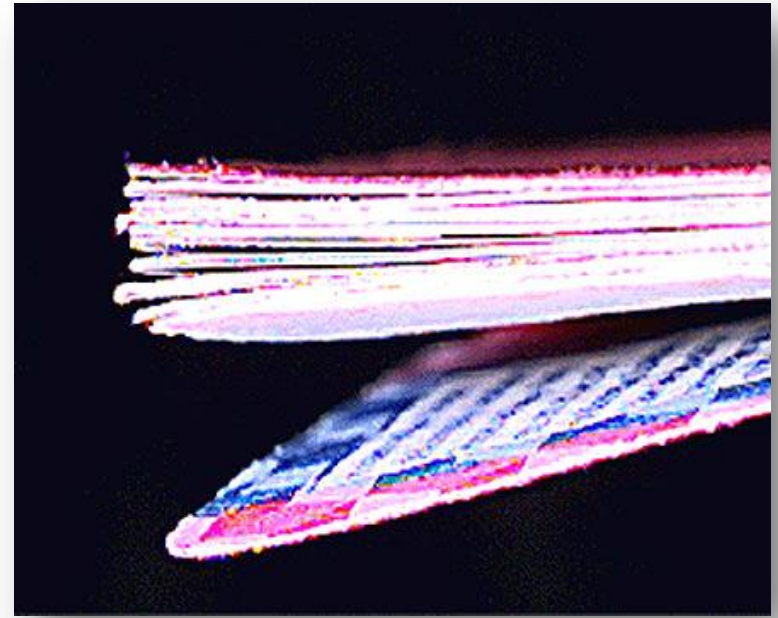
**There are a number of different ways to alter a genuine document:**

- substitution of a page – usually the bio-data page
- substitution of the photograph or image
- alteration of personal details



# Forged Documents

## Substituted Pages

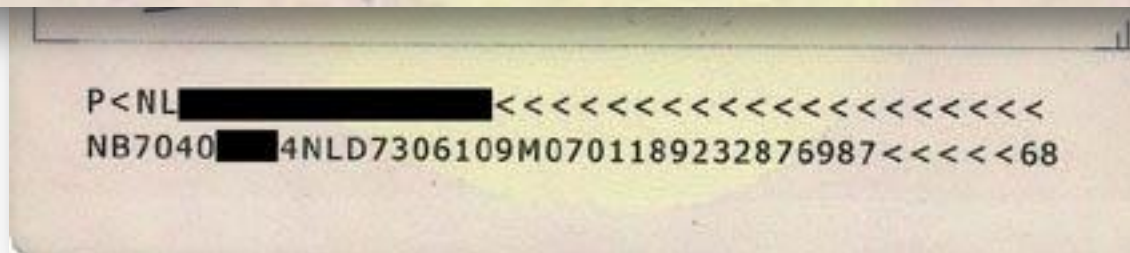
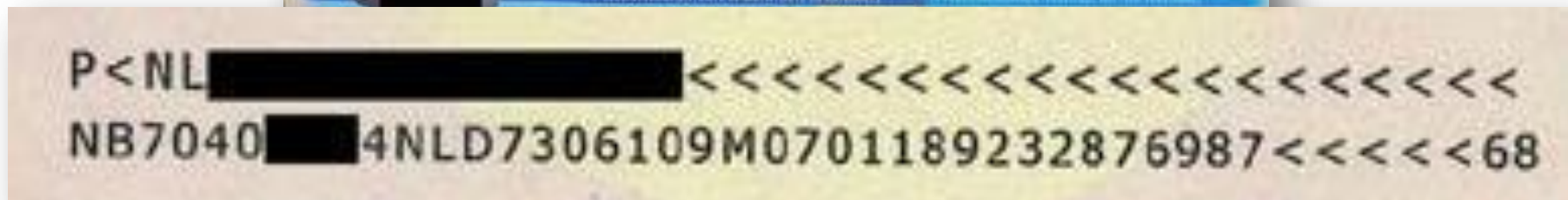


Passports are made up from sheets of paper which are then stitched together and cut to size. The pages and cover should therefore all be in perfect alignment. To forge a document it may first be taken apart and then re-assembled by hand, making it difficult for all the pages to sit flush as before.

# Forged Documents

## Substituted Pages

Note the incorrect characters in this machine readable zone (MRZ) on a forged Dutch passport (compare with those on page 29).



# Forged Documents

## Substituted Photographs / Images

Most photographs and digital images in passports or ID cards will be protected by an ink stamp, an emboss, or a laminate with visible safeguards.

An ink stamp is produced with wet ink and should not be printed.



Note the printed portion of the stamp on the photograph in the forgery differs from the stamp on the rest of the card.



# Forged Documents

## Substituted Photographs / Images

Documents have evolved, with most moving away from traditional 'stuck-in' photographs. Most paper biodata pages contain images which are digitally printed directly onto the page, as seen in this genuine Portuguese passport. This printed image should not react any differently when viewed under a UV light.



# Forged Documents

## Substituted Photographs / Images

In this forged Portuguese passport the image has been substituted. The new image has been printed onto a piece of paper and placed onto the page under the laminate. Using a transmitted light source (left) you can see the edges of the new piece of paper. Under a UV light source (right), you can see the new piece of paper fluorescing brightly under UV light - ordinary commercial paper has been used.





# Forged Documents

## Substituted Photographs / Images

Many forgers simply print a new image (or parts of an image) onto a thin clear laminate and place it on top of the page. In this forged USA passport a new face has been added to the original holder's image. Examine holographic and UV features as the new image may incorrectly sit above them.

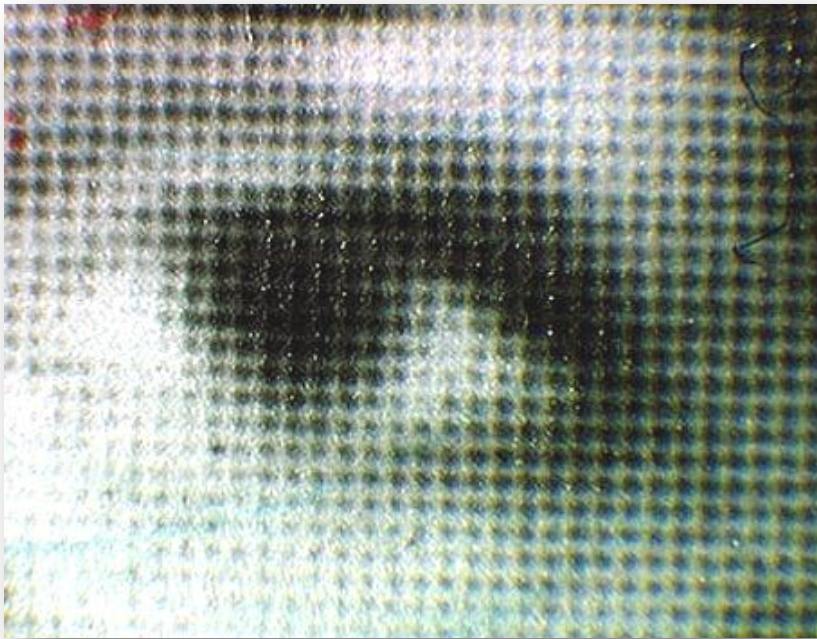




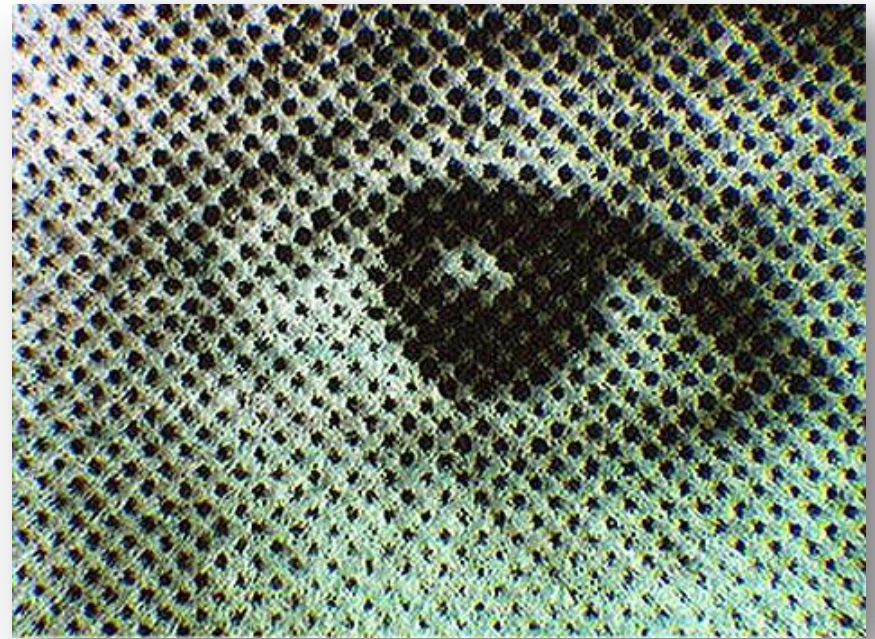
# Forged Documents

## Substituted Photographs / Images

Passports or ID cards made with polycarbonate (a type of plastic) will have a laser engraved image of the holder. This image should display shades of grey / brown (burned carbon). Forgeries usually have printed images which contain jet black or coloured dots. Neither of these should be seen in laser engraved images.



Genuine

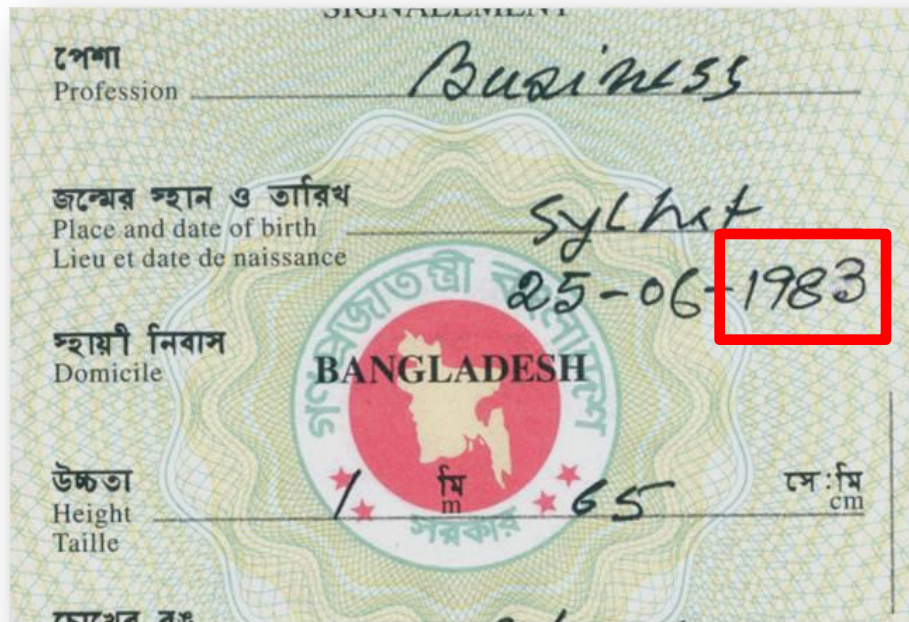


Forged

# Forged Documents

## Altered Details

A forger will often alter details in conjunction with changing a page or photograph / image. The passport has been forged by changing the date of birth. The forger has abraded the original pen ink and then over-written a new date.





# Pseudo / Fantasy Documents

**Pseudo or fantasy documents** are ones that have no legal basis; they are normally not based on any legitimate document. They may have the appearance of an official document, are not issued by a legally recognised state authority or institution, or by an organisation recognised under international law, and as such have no legal validity.





# Further information

## Useful Websites

UK Government - guidance for employers:

<https://www.gov.uk/uk-visa-sponsorship-employers>

PRADO - information and images of genuine documents, (European and other countries):

<http://prado.consilium.europa.eu/en/homeindex.html>

EDISON – information and images of genuine documents:

<http://www.edisontd.net/>

CPNI document verification guidance :

<http://www.cpni.gov.uk/documents/publications/2015/03-february-2015-document-verification-edition2.pdf?epslanguage=en-gb>

# Basic Document Checks

## Checklist – Page 1

|                                                                                 | Cause for concern |    |
|---------------------------------------------------------------------------------|-------------------|----|
|                                                                                 | Yes               | No |
| Does the document allow the person to live and work in the United Kingdom?      |                   |    |
| Is the person presenting the document the same as the image / photograph?       |                   |    |
| <b>Is the document genuine or counterfeit?</b> Check for :                      |                   |    |
| General quality / cover – Is it manufactured to a high standard?                |                   |    |
| Watermarks – view the page with a light source, e.g. a torch or lamp            |                   |    |
| UV reaction - check if the document reacts dull, if a UV light is available?    |                   |    |
| Random fibres – Are there random fibres on each of the documents pages?         |                   |    |
| Print quality – Is the quality of the print of a high standard (no dots)?       |                   |    |
| Intaglio ink on inside cover of passports – Is there raised ink on the document |                   |    |
| Optically variable ink – Move the document under a light source.                |                   |    |
| Machine readable zone (font). Use an online MRZ checker if available?           |                   |    |
| Holographic devices – Move the document under a light source                    |                   |    |

# Basic Document Checks

## Checklist – Page 2

|                                                                                                        | Cause for concern |    |
|--------------------------------------------------------------------------------------------------------|-------------------|----|
|                                                                                                        | Yes               | No |
| <b>Have any pages been substituted?</b> Check for :                                                    |                   |    |
| Construction / page alignment/ page numbers/ page design                                               |                   |    |
| Counterfeit pages (see above)                                                                          |                   |    |
| <b>Has the photograph / image been substituted?</b> Check for :                                        |                   |    |
| Damage around the photograph / image                                                                   |                   |    |
| Any safeguards over photograph / image e.g. ink stamp, emboss, laminate                                |                   |    |
| Correct image type                                                                                     |                   |    |
| Evidence of a second laminate – move the document under a light source                                 |                   |    |
| <b>Have any details been altered?</b> Check for :                                                      |                   |    |
| Damage to paper around details e.g. date of birth                                                      |                   |    |
| <b>Is the document a fantasy / pseudo document?</b> – Can you find it on the PRADO or EDISON websites? |                   |    |



# Who do I contact?

If you encounter a suspected false document then contact the Police or your local Immigration Enforcement Office:

<https://www.gov.uk/report-immigration-crime>

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