

# FALSE ID GUIDANCE

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Home Office



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# MINISTERIAL FOREWORD



Alcohol misuse brings health risks for all age groups. The Chief Medical Officer for England's 2009 guidance that young people under 15 should not drink alcohol at all is based on the fact that young people who start drinking alcohol at an early age drink more frequently and more than those who start drinking later; as a result, they are more likely to develop alcohol problems in adolescence and adulthood. Many young people imagine that alcohol-related health problems lie far in the future and are not worth worrying about. However, the data shows a sharp increase in the number of people in their twenties dying from liver disease as a result of drinking heavily in their teens.

Young people are understandably keen to experiment and test their boundaries. Coupled with the disinhibitory effects of alcohol this can lead to risky and anti-social behaviour. For all of these reasons, the protection of children from harm is a licensing objective that informs all decisions of licensing authorities and which all licensed premises should promote.

The Alcohol Strategy, published in March 2012, made clear that the Government will ensure that young people know the risks associated with alcohol by making it a key feature of a new £2.6 million youth marketing programme aimed to drive further reductions in regular smoking, drinking, drug use and risky sexual behaviour during the teenage years.

At the local level, since 2010 a mandatory licence condition has required all premises to have in place an age verification policy. That policy must require that customers who appear to staff to be under 18 years of age are asked to show valid ID. This, coupled with increase sanctions for premises persistently selling to under-18s, has led to many premises taking age verification much more seriously. It has also led to growing market for false ID. We are aware that false ID is a problem in a number of areas and that police, door supervisors and staff who serve alcohol are sometimes uncertain about how to deal with this issue. This document is a plain English guide to the legislation relevant to false ID, to the types of valid ID, and to what action should be taken when presented with false ID.

A handwritten signature in black ink, appearing to read 'Henley'.

**Lord Henley**

Minister of State for Crime Prevention  
and Anti-Social Behaviour Reduction

# INTRODUCTION

## WHO THIS GUIDANCE IS FOR

This guidance is aimed at door staff, all other staff who work at licensed premises and the police. It is intended to provide a better understanding of the issues surrounding the use of false ID, and to offer tools that can be used to deal with those issues.

This document includes guidance on what types of ID are acceptable, ways to determine whether ID is real or false and methods that can be used to determine whether a person using the ID is the person to whom it belongs. It also includes guidance on how false ID that has been handed in can be recorded to make its processing easier for the member of staff, the premises and the police involved in the incident.

For licensed premises, there is guidance on how false ID can be stored on the premises, when police should be informed of its existence and for how long false ID may reasonably be held before being passed to police. There is also information on signage and what to do if a person complains that their ID has been confiscated.

For the police, there are examples of good practice from the four police force areas that contributed to the original 2011 version of this guidance, to help with devising processes that best suit their local area. This includes examples of how false ID can be recorded and stored, and guidance on how long it can be held before it must be returned to the issuing authority. This guidance document has no binding effect on police officers who, within the terms of their force orders and the law, remain operationally independent.

## GLOSSARY

The term “fake ID” will be used in this document as a general term for an illicit copy of a genuine document or a document which is a form of ID that does not exist, for example a UK national identification card.

The term “false ID” will be used in this document, as a general term for fake ID as well as the misuse of another person’s genuine ID.

For the purposes of this guidance, all references to the sale of alcohol mean both the sale by retail of alcohol and the supply of alcohol by or on behalf of a members’ club.

## **BACKGROUND TO THE PROBLEM**

It is an offence for an individual aged under 18 to buy or attempt to buy alcohol, but this does not stop young people attempting to do so. The sale of alcohol to an individual aged under 18 is also an offence that can have serious consequences for the premises involved. This has led to industry initiatives such as Challenge 25 and Think 21, which have resulted in it being much more difficult for young people to buy alcohol, simply because they look older than they are. In response to these initiatives, some under 18s have resorted to obtaining fake ID from the internet or borrowing ID from older siblings or friends with the intention of using it to buy alcohol.

The fake ID cards which can be ordered on the internet often do not replicate existing documents. Examples include the UK national identification card and a provisional motorcycle licence. It is an offence under section 1 of the Forgery and Counterfeiting Act 1981 to make a false instrument with the intention to use it to induce a person to accept it as genuine, and by reason of so accepting it to do or not to do some act which is to their own or any other person's prejudice. However, fake ID cards are commonly sold as novelty items and the companies that produce them are often foreign-based. Therefore, it is difficult for the UK to prevent or restrict the production of these items.

Experience indicates that the use of genuine ID, but which does not belong to the person using it, is a more common practice than the use of fake ID to buy alcohol.

# THE LAW REGARDING FALSE ID

## TYPES OF FALSE ID

There are five 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,
- Fake document which is a copy of a genuine document, and
- Fake document which is a form of ID that does not exist.

## IDENTITY DOCUMENTS ACT 2010

This legislation contains a number of offences relating to the possession and use of false identity documents. For the purposes of this legislation, the definition of “identity document” includes (but is not limited to) a passport (whether a UK passport or a passport issued by the authorities of another country) and a driving licence. A full list of what items fall within the definition of “identity document” is found in the extracts of the Identity Documents Act 2010 in **Annex A**.

Two offences under the Identity Documents Act 2010 are relevant.

A person commits an offence if he or she has in their possession an identity document which is false, and which they know or believe to be false, with the intention of using it to establish personal information about him or her or to induce another to ascertain personal information about him or her. A person guilty of this offence is liable on conviction on indictment to imprisonment for a term not exceeding 10 years or a fine (or both).

A person commits an offence to have, without reasonable excuse, in his or her possession a false identity document or an identity document which relates to another person. A person guilty of an offence under this section is liable on conviction on indictment to imprisonment for a term not exceeding two years or a fine (or both).

## FRAUD ACT 2006

The Fraud Act 2006 may apply to the use of false ID (of any type). Section 6(1) makes it an offence for a person to have “...in his possession or under his control any article for use in the course of or in connection with any fraud.”

This Act defines three types of fraud, and includes fraud by false representation. A person commits a fraud by false representation if “...he dishonestly makes a false representation and intends, by making the representation, to make a gain for himself...”. Therefore, the use of false ID by a person aged under 18 to obtain alcohol may be an offence under section 6 of this Act.

A person found guilty of this offence is liable on conviction on indictment to imprisonment for a term not exceeding 10 years or to a fine (or both).

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

## **FORGERY AND COUNTERFEITING ACT 1981**

This Act provides that a person is guilty of forgery if he makes a false instrument, intending that he or another person use it to induce someone else to accept it as genuine to their prejudice. This Act also makes it an offence to copy, use or use a copy of a false instrument. This Act can, therefore, apply to the use of false ID (including false ID in the form of a genuine document which has been altered) but not genuine ID which is being used by someone else.

A person found guilty of one of these offences is liable on conviction on indictment to imprisonment for a term not exceeding ten years.

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

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



# ACCEPTABLE FORMS OF ID

## LEGAL FRAMEWORK

### **Mandatory age verification condition**

The current mandatory age verification condition which applies to licensed premises selling alcohol for consumption on or off the premises requires that acceptable identification must show the bearer's photograph, date of birth and a holographic mark. The Home Office encourages licensed premises to accept cards bearing the Proof of Age Standards Scheme (PASS) hologram as their preferred proof of age, while acknowledging that many other forms of identification meet the requirements of the mandatory condition.

### **Due diligence**

The offences of selling alcohol to a person aged under 18 (section 146 of the Licensing Act 2003) and allowing the sale of alcohol to such a person (section 147 of the Licensing Act 2003) each contain an absolute prohibition against selling or allowing such a sale. This means that, in the eyes of the law, it does not matter that you did not intend to do wrong or were unaware of the requirements of the law. However, a valid defence against a charge of this nature is one of due diligence. A person can argue that he or she can rely on due diligence if he or she took all reasonable steps or precautions to comply with the law. For this purpose, a person is treated as having taken all reasonable steps to establish an individual's age if he or she asked the individual for evidence of his age, and the evidence would have convinced a reasonable person. The detailed basis on which a person can demonstrate due diligence is set out in the relevant provisions of the Licensing Act 2003.

### **The Equality Act 2010**

Decisions about which forms of ID are acceptable are ultimately made by those managing the premises. However, such decisions must be lawful and, in particular, non-discriminatory. The Equality Act 2010 is relevant to the approach which premises may adopt towards what forms of ID are acceptable. Under the 2010 Act, there are nine protected characteristics which (subject to certain qualifications in the Act) cannot be used as a basis for treating a person less favourably than another. One protected characteristic is race; another is age. Race includes colour, nationality and ethnic or national origins.

The mandatory condition on age verification is clear about the minimum requirements for acceptable ID. Among those requirements is a holographic mark. Some valid forms of national ID and some passports do not bear a holographic mark. The 2010 Act permits limited discrimination on the basis of nationality (but not the other elements of race). Under this exception, the requirements of the mandatory age verification condition may permit premises to refuse to accept a national ID card or passport which is issued by a country other than the United Kingdom. However, a policy which states that no passport (regardless of which country issued it) is acceptable, or that only UK passports are acceptable as a form of ID, may be discriminatory on the basis – for example – that it treats foreign nationals less favourably than British citizens because the latter are more likely to have ready access to alternative forms of ID.

The 2010 Act also permits limited discrimination on the basis of age. An obvious example is a policy which prohibits persons aged under 18 from being admitted to licensed premises, on the basis that it is an offence under the Licensing Act 2003 to sell alcohol to such a person. The 2010 Act (including changes to it which are expected to come into force in October 2012) also permits premises to operate policies which require persons to produce ID which establish that they are at least 21 or 25 (or whatever the age set out in the policy).

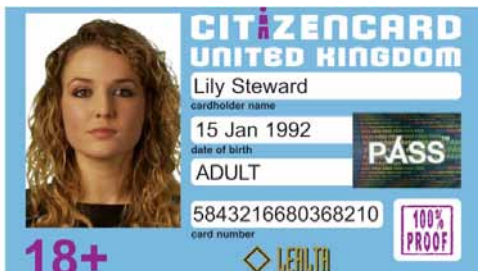
The matters set out above are, however, only a guide and should not be treated as legal advice. Whether a policy, action or other step is discriminatory is likely to be fact specific, and those who operate and manage licensed premises are therefore reminded that care is needed when deciding what approach they intend to adopt in relation to admission policies. If they are in any doubt about their position, they should always seek their own legal advice.

## PROOF OF AGE STANDARDS SCHEME (PASS) APPROVED CARDS

### Introduction to PASS

The Proof of Age Standards Scheme (PASS) is the UK's national guarantee for proof of age cards and has the backing of 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 forms of false ID in use.

Accepting a card with the PASS hologram which carries the bearer's image and acceptable date of birth is a means of demonstrating due diligence. Examples of all PASS accredited schemes can be found on the PASS website [www.pass-scheme.org.uk](http://www.pass-scheme.org.uk)



## **PASS Card Recognition Guide – 5 step checking process**

As is apparent from the sample images above, the designs of PASS approved cards do differ. Hence, PASS suggests this five 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

## UK PASSPORT

### Passports Introduced in 2006



New UK passport designs are introduced through a phased roll-out. Older style passports were issued after the introduction of this design. These will continue to be valid until their stated expiry date.

### Key Information

#### 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 125 x 88 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).

**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).

**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.



## **Numbering**

- 9 digits, printed on page 1. These are entered on the biodata page (page 2) in the same style as the personal details.
- The serial number is perforated from page 1 through to the rear cover of the passport.
- The thin film patch contains a unique serial number which consists of 3 alpha characters and 4 numeric followed by a check symbol. This number is located beneath the holder's image should not be confused with the 9 digit passport number.

## **Observations**

- Passport visa pages feature a cross-page security printed design.
- A secondary image of the passport holder is located on page '3' of the passport.
- Additional information about the passport holder is written on page '3' of the passport.
- A check symbol is included within the laser perforated passport number. This symbol is not replicated within the printed serial number of the book on pages 1 and 2 and differs to the check symbol that is present for each thin film patch.
- Observation data is bounded above and below by lines consisting of a unique character.
- The passport stitching method utilises a process that is different to any previous UK passport.
- The gold foil on the front cover is more lustrous than that of the previous UK passport.
- Where the passport holder does not require any additional data to be inserted into the passport, the passport observations page (page 3) will read "There are no official observations"

## **Laminate**

- Page 2 contains a thin film patch that is clear in colour but has UV visible printing and holograms contained within it. Page 3 is not laminated.

## **Note**

- The biodata (personal details) page is at the front of the passport and located on page 2.
- The passport chip is located in the cover of the passport.
- The invisible printing of the laminate fluoresces strongly.
- The laser perforated number consists of variable hole shapes (circle, square and triangle).



## PASSPORTS OF FOREIGN STATES

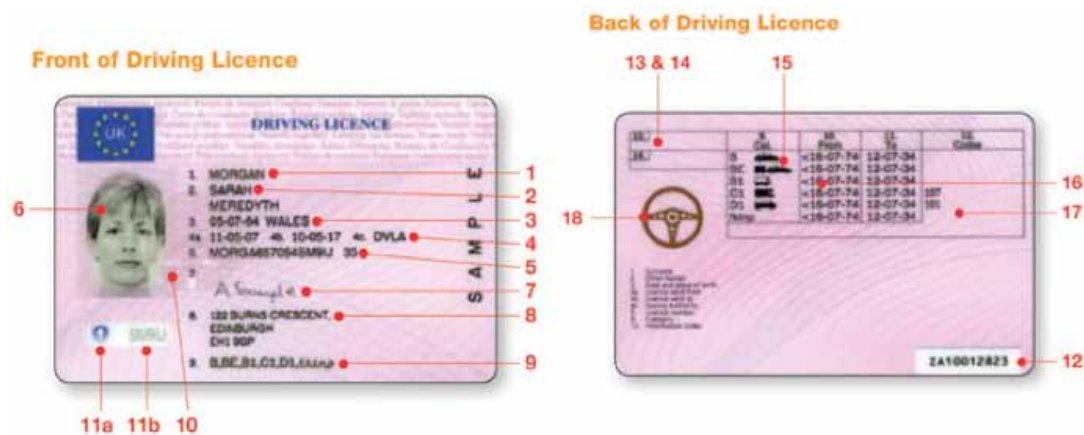
Space limitations do not allow images of the passports of foreign states to be reproduced in this guidance. Machine readable passports (MRP) were first introduced in the 1980s and most passports worldwide are now MRPs. To assist anyone presented with a foreign passport, set out below are features that can be detected by the naked eye or by using an ultraviolet light, that are required in all MRPs by International Civil Aviation Organisation standards:

- paper that does not reflect ultraviolet light or whose fluorescence is easily distinguishable from the blue used in commonly available fluorescent materials;
- watermarking on the biographical data and visa pages;
- an intricate, repetitive pattern as the background design on each page;
- a background design on the biographical data page that is different to the design(s) on other pages in the passport;
- ultra-violet fluorescent ink on the biographical data page;
- MRPs issued since 2010 should have a unique number on all pages except the inside covers; and
- many passports include optically variable features on the biographical data page. An optically variable feature (most commonly a hologram) changes appearance in colour or design as the page is tilted. However, the standards allow devices offering equivalent protection to be used instead.

For further assistance, the Public Register of Authentic Identity and Travel Documents Online (PRADO) is a database of European Union passports and identity cards with images and details of security features <http://prado.consilium.europa.eu/EN/homeIndex.html>



## 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 photocard was issued. 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 i.e. 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. (e.g. MAN99)

B – The first and last numbers are the year of birth. The second and third numbers are the month of birth. If you are a woman, '5' is added to the second number and the total used as the second digit e.g. if you are 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 is clearer because 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)**

- a. 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.
- b. 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.

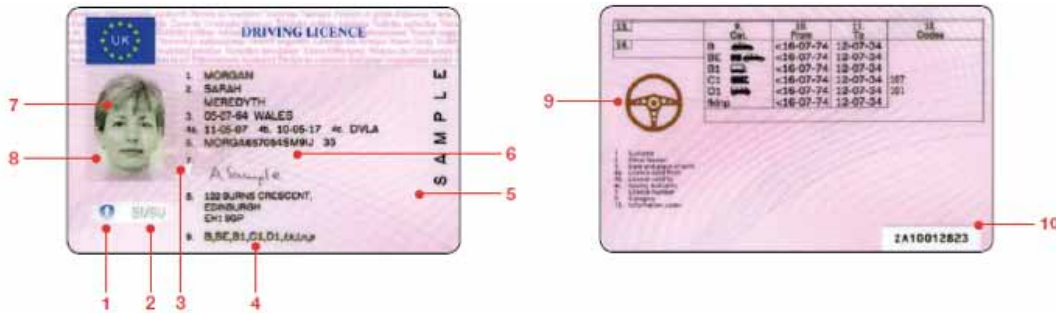
**Information codes (17)**

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

**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.

## 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, and 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. It 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.

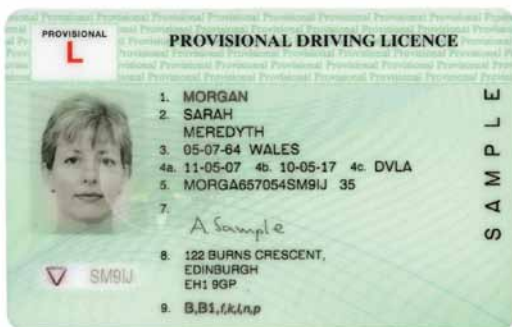
## 9. Optically Variable Ink (OVI)

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.

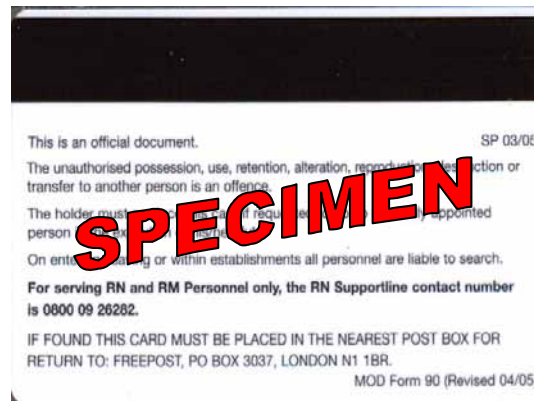
## PROVISIONAL DRIVING LICENCE



The security features of the provisional licence are identical to the full driving licence.

## MILITARY IDENTIFICATION CARDS

Until recently, armed forces personnel were not permitted to use their military identification cards as proof of age. In March 2011, the Government announced that from that time military identification cards could be used as proof of age. Examples of British Army, Royal Navy and Royal Air Force identification cards are reproduced below with the permission of the Ministry of Defence.



## **Key information**

### **Validity**

- Held by all serving members of the Royal Navy, Royal Marines, Army and Royal Air Force (who may be aged 16 or 17), and by members of the Reserve Forces. The expiry date of the card appears at bottom right.

### **Size**

- Approximately 85 x 53 mm (credit card size).

### **Personal details**

- The holder's rank, date of birth, height and name appear on the left hand side of the card. The holder's Service Number is reproduced at the top centre.

### **Holder's photograph**

- A crown is superimposed over the bottom left of the holder's photograph.

### **Holder's signature**

- There is no requirement for a Military Identification Card to be signed.

### **Holographic feature**

- The holographic feature at the top left is the MOD Badge, made up of the fouled anchor of the Royal Navy, the crossed swords of the Army and the eagle of the RAF, contained within a circle of laurel leaves and the surmounted by the Royal Crown.

## COMMONLY USED FAKE ID

### National Identification card



- Made to look like a driving licence.
- The flag in the top left differs to that in a driving licence as it contains GB or nothing in the middle rather than UK.
- Some versions of the National Identification have alphabetised and numbered lines as used on a driving licence.
- “National Identification” appears at the top left instead of “Driving Licence” at the top centre.
- The top portion of a driving licence has the words “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 a driving licence. The only noticeable difference being the writing at the top and the symbol on the back. The steering wheel symbol on a driving licence 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; and
  - 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 false 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

# GUIDANCE FOR DOOR STAFF

Door staff are on the front line of tackling the issue of false ID. It is essential that they understand how to identify false ID and deal with it appropriately.

Only certain categories of person (for example, a police constable) have legal powers to seize false ID. However, any member of staff presented with false ID may ask for it to be handed over. Further, they may advise the individual that if they fail to hand over the false ID, the police may be called to investigate the possible commission of an offence relating to the use of the false ID.

One practice, which is used in South Yorkshire, involves the issue of bailment forms. These forms enable various details to be recorded, including information about the venue and the member of door staff who took possession of the ID, as well as the details of the person presenting the ID. The unique feature of this bailment form is a section that is torn off and given to the person who presented the ID. This section explains why the ID was given to the member of staff and sets out what will happen to it. A telephone number is provided for those who wish to contest the action being taken. This number goes through to a single point of contact in the police station where IDs will be held. Both parts of the form are numbered so that police can quickly identify the specific ID in question. An example of the form is at **Annex G**. Companies which employ door staff and/or licensed premises should contact local licensing officers to discuss the introduction of a bailment scheme in their local area.

We would advise that door staff fill out an incident book when ID comes into their possession so that the premises and the company employing the door staff have a record of ID that has been handed over and the details of the incident will not be lost between shifts.

Door staff should be aware that military personnel are under instructions not to hand over their ID card to anyone not specifically authorised to receive it, or to allow it to leave their sight. If, however, door staff believe that an individual is misusing a military ID card or the card itself is fake, they should ask for it to be handed over, and advise the individual that otherwise the police may be called, in the same way as any other form of ID. If handed over it must be stored securely (see section on **How false ID should be stored and recorded on page 29**).

The previous section outlines what forms of ID are acceptable and highlights many of the typical features of fake ID and how to identify them. However, identifying whether a genuine document belongs to the person using it can be more difficult. When checking if ID belongs to a person, the easiest and quickest method is to check the photograph. For this reason, the area in which door staff operate should be well lit, or they should otherwise be provided with light sources to ensure that they can check ID sufficiently. If door staff have any doubts that a photograph in an ID does not match its user, the questions set out below may be useful in carrying out further checks.

We have discussed this issue with door staff and police officers, and on this basis compiled the following list of questions that may be used:

- Ask the person for their date of birth – this can lead to them mixing their own with the one on the ID or not being able to recite the date on the ID on the spot.
- Ask the person for their star sign – a young person may have memorised the date of birth on the ID which they are using but are unlikely to know the corresponding star sign.
- Ask for another form of ID, such as a bank or student card. If someone steals or borrows another person's 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.

# GUIDANCE FOR LICENSED PREMISES

Licensed premises have a legal responsibility to ensure that alcohol consumed on those premises is done so legally. These requirements include preventing the sale of alcohol to under 18s. This section will provide details on how premises should deal with false ID once it has been confiscated by door staff.

## **Mandatory Licence Condition**

The mandatory conditions introduced in 2010 included a requirement that premises making on and off sales apply an age verification policy which requires their staff to ask persons who appear to them to be under 18 years of age (or such older age as may be specified) to produce ID. This requirement came into force on 1 October 2010.

As a minimum, the premises must therefore have a policy that requires persons 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
- proof of age cards bearing the PASS hologram
- other forms of legitimate ID which meet the criteria described above are also acceptable

Staff who work at such premises should 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 D**.

## **Dealing with false ID where door staff are not operating**

It is strongly advised that staff who sell alcohol are given training on age verification policies, as well as how to spot false ID. This guidance can give them an idea of what to look for and empower them to ask that false ID be handed over. Whenever staff take possession of false ID, it should be recorded in the incident book and treated in the same way as described in the door staff section. Whether or not the ID is handed over, if the member of staff is not satisfied that the ID is genuine, the sale should be refused and the person asked to leave the premises.

## **How false ID should be stored and recorded**

It is advisable that premises have an incident book to record those occasions on which there has been the use or attempted use of false ID at or on entry to the premises. If false ID is handed in, this should be recorded in the book along with the names of staff involved, the name on the ID and the name of the manager in overall charge of the premises. A description of the person using the ID and the time of the incident may also be useful to the police.

Once the false ID has been recorded, it should be stored, along with the police half of the bailment form (where in use), in the same way that a premises handles confiscated drugs. It should be locked away in a secure place until the police are ready to collect it or a manager takes it to the police station.

## **How and when to contact the police**

The police should consider setting up a single point of contact in the licensing team whom licensed premises may contact to deal about false ID issues. Local arrangements should be made between the police and licensed premises to outline how and when the police should be informed of incidents involving false ID.

It is good practice that false ID should be held at premises for a period not greater than 72 hours after it was handed over. This means that ID handed over on Friday evening can be held until Monday morning before being given to the police.

## **What to do if a person complains after handing over their ID**

If someone complains that their ID has been retained, the premises manager should invite the person into an office and explain why this has happened. A copy of this guidance can be shown to the person using the false ID, and the person should be informed that they may be able to retrieve the ID from the police within the deadline set out on the bailment form (where in use).

## **Signs that can be placed at entrances**

Signs placed at the entrances to premises can deter young people who intend to use false ID from entering the premises, and are a means of diffusing anger towards door staff. Such signs could set out the ID policy and inform individuals that anyone using false ID will be asked to hand it over and, if they fail to do so, the police may be called. An example of wording for these signs is below:

“These premises operate 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, you may be refused entry to these premises and you may be asked to hand over the ID so that it can be given to the police. If you fail to do so, the police may be called. Gaining entry to these premises using fake ID or ID that doesn’t belong to you may be a criminal offence.”

## **Information sharing**

Sharing information about false ID found by your staff is an effective way of forewarning other premises about what to look out for. Information sharing is an important feature of schemes such as Pubwatch or Community Alcohol Partnerships, but can also be done through informal contacts or communication with the police or local authority. However, it must be borne in mind that ID contains personal information and the sharing of this information should always be subject to data protection laws.

## **ID scanners**

ID scanning technology works by scanning the data page of the provided identification (for example the face of a driver's licence or identity card or the biodata page of a passport) which is then connected to a database of legitimate forms of identification. The user is alerted if a match for the scanned ID is not found in the database and is therefore potentially false ID. These systems are also capable of calculating the age of the owner of the ID and of verifying that the ID has not expired. In addition some systems can be set up to alert the member of staff if the individual presenting the identification is banned for example due to a Drinking Banning Order or local Pubwatch banning schemes. There are several companies which sell ID scanning readers and software in the UK. The Home Office does not endorse the products of one company over any other's.

Details of a case study carried out by the Metropolitan Police and the London Borough of Sutton in relation to IDscan can be found in **Annex E**.

# GUIDANCE FOR THE POLICE

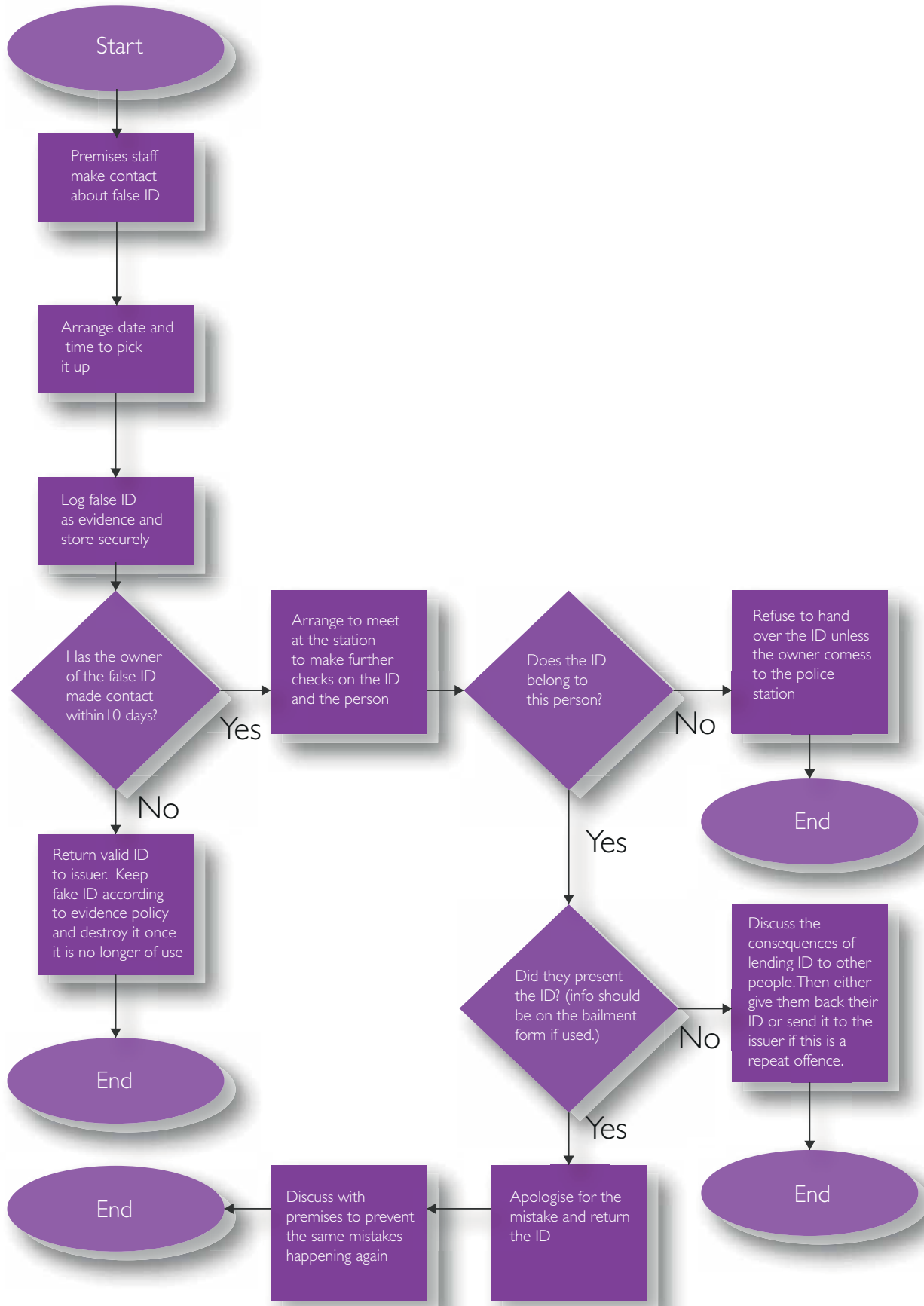
## **Single Point of Contact (SPOC)**

Offering premises a single point of contact (SPOC) with the police in their area in relation to processing false ID makes it easier for premises to report incidents, and prevents confusion between the police and premises. It makes sense that the SPOC should be the person who deals with false ID when it is brought into the police station.

## **Bailment Form**

The police, local venues and companies employing door staff may wish to consider developing a bailment form to be used if false ID is handed in. The police should ensure that the form contains all the necessary information they will need without making the forms too long and cumbersome for door staff to complete. An example of a bailment form produced by South Yorkshire Police is at **Annex G**.

# SUGGESTED FALSE ID PROCESS CHART FOR THE POLICE





# WHAT SHOULD BE DONE WITH ID THAT IS HANDED IN

Genuine passports and driving licences should be held by the police for 10 working days. This gives owners of the ID enough time to attend the police station and request the return of their ID before it is sent to the issuing authority.

## **Driving licences**

Since the use of false ID with the intention of entering licensed premises or to purchase alcohol is not a road traffic matter, it is up to the police if they decide to hold the licence as evidence and prosecute the user or forward it to DVLA.

Where the DVLA receives photocard licences from the police, if genuine holders get in touch within 90 days and have possession of the paper counterpart licence, the licence will be re-issued to them without charge. Beyond 90 days 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

## **Passports**

Passports recovered in the course of police duties should be returned to the Identity and Passport Service (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.

For security purposes, prior to returning any passports to the IPS, you should cut off the top right-hand corner of the passport's front cover before posting it. This prevents it from being used again. 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 F**.

## **PASS approved cards**

PASS approved cards should be returned to the card issuer.

## **What should be done with fake ID.**

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

## **Subsequent Action**

When someone attends to collect a genuine passport or driving licence, it is important to check their details against those on the bailment form to establish whether they are 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 the 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 investigate whether an offence has been committed, with the ID being held as evidence. If the person admits that the ID has been used with their knowledge, it is possible that an offence of supplying or offering to supply an article intending it to be used to commit or assist in the commission of fraud (section 7(1)(b) Fraud Act 2006) may have been committed and the police officer should take appropriate action. Returning the ID is at the discretion of the police officer dealing with the situation. However, in the case of a repeat offence, the ID should be returned 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 suggested that the procedures in the paragraph above be followed. If the passport has been sent back to IPS, the officer can explain the process, and 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 Identity and Passport Service'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](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 in the section that follows.

## RAISING AWARENESS: LOCAL GOOD PRACTICE EXAMPLES

### **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.

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 newsagent 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.

Young people buying false ID through online websites to obtain age restricted products may be committing an offence and 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 the 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 non-approved 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 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 door staff 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 – EXTRACTS FROM THE IDENTITY DOCUMENTS ACT 2010**

### **4 Possession of false identity documents etc with improper intention**

- (1) It is an offence for a person (“P”) with an improper intention to have in P’s possession or under P’s control--
  - (a) an identity document that is false and that P knows or believes to be false,
  - (b) an identity document that was improperly obtained and that P knows or believes to have been improperly obtained, or
  - (c) an identity document that relates to someone else.
- (2) Each of the following is an improper intention--
  - (a) the intention of using the document for establishing personal information about P;
  - (b) the intention of allowing or inducing another to use it for establishing, ascertaining or verifying personal information about P or anyone else.
- (3) In subsection (2)(b) the reference to P or anyone else does not include, in the case of a document within subsection (1)(c), the individual to whom it relates.
- (4) A person guilty of an offence under this section is liable, on conviction on indictment, to imprisonment for a term not exceeding 10 years or a fine (or both).

### **6 Possession of false identity documents etc without reasonable excuse**

- (1) It is an offence for a person (“P”), without reasonable excuse, to have in P’s possession or under P’s control--
  - (a) an identity document that is false,
  - (b) an identity document that was improperly obtained,
  - (c) an identity document that relates to someone else,
  - (d) any apparatus which, to P’s knowledge, is or has been specially designed or adapted for the making of false identity documents, or
  - (e) any article or material which, to P’s knowledge, is or has been specially designed or adapted to be used in the making of such documents.
- (2) A person guilty of an offence under this section is liable--
  - (a) on conviction on indictment, to imprisonment for a term not exceeding 2 years or a fine (or both), or
  - (b) on summary conviction, to imprisonment for a term not exceeding the maximum period or a fine not exceeding the statutory maximum (or both).
- (3) In subsection (2)(b) “the maximum period” means--
  - (a) in England and Wales or Scotland, 12 months, and
  - (b) in Northern Ireland, 6 months.
- (4) In subsection (3)(a) the reference to 12 months in England and Wales is to be read, in relation to an offence committed before the commencement of section 154(1) of the Criminal Justice Act 2003, as a reference to 6 months.

## **7 Meaning of “identity document”**

- (1) For the purposes of sections 4 to 6 “identity document” means any document that is or purports to be--
  - (a) an immigration document,
  - (b) a United Kingdom passport (within the meaning of the Immigration Act 1971),
  - (c) 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,
  - (d) a document that can be used (in some or all circumstances) instead of a passport,
  - (e) a licence to drive a motor vehicle granted under Part 3 of the Road Traffic 1988 or under Part 2 of the Road Traffic (Northern Ireland) Order 1981, or
  - (f) a driving licence issued by or on behalf of the authorities of a country or territory outside the United Kingdom.
- (2) In subsection (1)(a) “immigration document” means--
  - (a) a document used for confirming the right of a person under the EU Treaties in respect of entry or residence in the United Kingdom,
  - (b) a document that 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).
- (3) In subsection (2)(b) “immigration functions” means functions under the Immigration Acts (within the meaning of the Asylum and Immigration (Treatment of Claimants, etc) Act 2004).
- (4) References in subsection (1) to the issue of a document include its renewal, replacement or re-issue (with or without modifications).
- (5) In this section “document” includes a stamp or label.
- (6) The Secretary of State may by order amend the definition of “identity document”.

## **ANNEX B – 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 C – FORGERY AND COUNTERFEITING ACT 1981**

### **1 The offence of forgery.**

A person is guilty of forgery if he makes a false instrument, with the intention that he or another shall use it to induce 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.

### **2 The offence of copying a false instrument.**

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

### **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.

### **4 The offence of using a copy of a false instrument.**

It is an offence for a person to use a copy of an instrument which is, and which he knows or believes to be, a false instrument, with the intention of inducing somebody to accept it as a copy of a genuine instrument, 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 D – 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. Individuals who appear to the responsible person to be under the age of 18 years of age must 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 E – 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 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 F – R01 FORM

Official passport office use only  
Recovery Reference

--	--	--	--	--	--	--	--	--	--	--	--

R01

# Recovered Passport Notification



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. It must be completed in **CAPITAL LETTERS** and **BLACK INK**. Please ensure that you only write within the white boxed areas and do not mark or strike through any other areas of the form. **Where possible, please return the passport with this form.**

Fields marked with a \* are mandatory

**01**  
Details of  
Recovered  
Passport

Has the passport been included with this form? \* Yes  No

If not, why not?  

--	--	--	--	--	--	--	--	--	--	--	--

Passport Number \*  

--	--	--	--	--	--	--	--	--	--	--	--

Passport Surname \*  

--	--	--	--	--	--	--	--	--	--	--	--

Passport Forenames \*  

--	--	--	--	--	--	--	--	--	--	--	--

Passport Date of Birth \*  

DD	MM	YY	YY
----	----	----	----

Place of Birth \*  

--	--	--	--	--	--	--	--	--	--	--	--

**02**  
Details of Recovery

Date Recovered  

DD	MM	YY	YY
----	----	----	----

Place of Recovery  

--	--	--	--	--	--	--	--	--	--	--	--

Country of Recovery  

--	--	--	--	--	--	--	--	--	--	--	--

Postcode of Recovery  

--	--	--	--	--	--	--	--	--	--	--	--

Circumstances of Recovery (where it was found etc)  

--	--	--	--	--	--	--	--	--	--	--	--

**03**  
Police Report

Has the recovery been reported to the police? \* Yes  No  If Yes please fill in the details below

Date Reported to Police  

DD	MM	YY	YY
----	----	----	----

Police Station  

--	--	--	--	--	--	--	--	--	--	--	--

Police Report Number  

--	--	--	--	--	--	--	--	--	--	--	--

**ANNEX G**

IDENTIFICATION DOCUMENT BAILMENT CONTRACT FORM				
PREMISES NAME.....	CCTV EVIDENCE	YES /	NO	
DATE OF INCIDENT.....	TIME.....	PERSON CHECKING ID.....		
Name Shown on ID .....	ID Reference.....			
Name of person presenting ID .....				
Type of ID:	Driving Licence	Passport	Pass Card	Other
Reason for retention; .....				
.....				
.....	Presenters Signature (Optional)			
.....				
Previous Premises Visited.....				
<b>Forward ID Document to City SNT, Yorkshire House, Leopold Street, Sheffield, S1 3RT</b>				

For More Information Please Visit  
<http://www.homeoffice.gov.uk/media-centre/news/Fake-ID-guidance>  
 Or Call 0114 2756630

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 offenses disclosed will be investigated. Please keep this receipt slip as proof of retention.

**Number of offenders cautioned and defendants proceeded against at magistrates' courts and found guilty at all courts for selected offences, England and Wales, 2008(1)(2)(3)(4)(5)(6)**

		2008(5)			2009			2010		
		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).	225	476	550	179	357	418	160	311	359
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.	3,746	5,718	4,526	3,942	8,530	6,610	3,587	9,395	7,319
Possession etc. of articles for use in frauds.	Fraud Act 2006, section 6.	341	529	438	279	671	602	250	599	544
Using a false instrument etc. in respect of scheduled drug.	Forgery and Counterfeiting Act 1981, Sections 3 & 4.	27	38	40	20	23	21	10	16	16
Using a false instrument or a copy of a false instrument.	Forgery and Counterfeiting Act 1981, sections 3 & 4.	175	412	377	95	483	238	52	337	174
	<b>Total</b>	<b>4,514</b>	<b>7,173</b>	<b>5,931</b>	<b>4,515</b>	<b>10,064</b>	<b>7,889</b>	<b>4,069</b>	<b>10,658</b>	<b>8,412</b>

- (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 heaviest penalty is imposed. Where the same disposal is imposed for two or more offences, the offence selected is the offence for which the statutory maximum penalty is the most severe.
- (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, care should be taken to ensure data collection processes and their inevitable limitations are taken into account when those data are used.
- (5) Excludes data for Cardiff magistrates' court for April, July, and August 2008.
- (6) 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; or the defendants were found guilty of a different offence to that for which they were originally proceeded against.

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