



Checklist

5 Questions to Help Determine Someone's Identity

1. Does the person have an ID?

- ☐ Ask the citizen to present the ID document. Accept the ones applicable/valid to your country.

2. Is the ID false or forged?

- ☐ Check the biographical data page if it has characteristics of a forged document:
 - There is a foil with another data information being placed over the holder page
 - The photo has been changed
 - The data has been adjusted
 - The holder page has been completely replaced
- ☐ Check the remaining pages for completeness, visa (stickers), entry and exit stamps or missing pages
 - The same ideas above apply to this point

3. Is the ID real?

- ☐ When manually checking an ID document, inspect the security features using the 'look, feel, tilt' principle. Tools such as UV light or Doculus Lumus can help. Compare the elements with a reference database, like Keesing DocumentChecker. These are some elements that you can check:
 - Observe the UV response of the security paper
 - Check the offset background printing
 - Check for security features
 - View the watermark (in the passport)

4. Does the ID document and person belong together?

Although a document is valid, it still can be bought, stolen, lost, or borrowed. It is important to check whether the document holder is the legitimate owner of the document.

- ☐ Look closely at the person. Compare the person with the photo on the document.
- ☐ Check the passport photo and on the chip with the person in front of you.
- ☐ Check if the information on the document regarding nationality, height, age, and gender matches the person.

5. What do you do when you doubt someone's identity?

- ☐ Check a document reference database such as Keesing DocumentChecker.
- ☐ Consult a colleague or a supervisor. Together, examine the document thoroughly. Do not do this in the person's presence.
- ☐ Ask questions if you notice any discrepancy (such as name and address). Also, avoid standard questions.

Contact your local authority if there are still any doubts or suspicions.