

GENUINE DOCUMENTS

Caseworkers should ensure the documents provided as evidence with an application are genuine.

- Signatures
- Dates
- Quality of Document
- Names on Document
- References
- Spelling
- Fax Numbers

What to do if?

- The Risk Assessment Grid is Checked
- One or more of the supporting documents in the application appear to be false
- One or more supporting documents in the application is found to be false
- The fax number on the top of the fax shows that separate contracts purported to be from different employers have been sent from the same fax machine

What to do if?

The Risk Assessment Grid is Checked - If the box is checked by the Executive Officer (EO) who pre-sifted the case, they will have concerns that one or more of the supporting documents contained in the application do not appear to be genuine. Caseworkers should ensure that all the above relevant checks have been carried out fully. In some cases the EO will have given comments and any instructions should be carried out.

One or more of the supporting documents in the application appear to be false – If one or more of the supporting documents in the application does not appear to be genuine, caseworkers should consult their colleagues who have undergone forgery detection training. They should be able to spot obvious forgeries but if they are not sure, or think that the documents are genuine, caseworkers should consider verifying the documents with the issuing body (for example, educational establishments, banks, insurance companies, Other Government Departments and local authorities) if doubt still exists.