

OPERATION FAIRWAY

Document Awareness Check List

Supported by the National Document Fraud Unit



**POLICE
SCOTLAND**
Keeping people safe

Everyone has a role to play in helping to make the United Kingdom a hostile place for terrorists and in turn helping to save lives.

One of the key intelligence-gathering operations for the UK is FAIRWAY, which is co-ordinated by detectives based within the Counter Terrorism Command, at New Scotland Yard.

Fairway's remit is to detect, deter or disrupt terrorist activity and has particular responsibility for three operations:

1. **Lightning** Hostile reconnaissance
2. **Camion** Terrorist use of liveried vehicles or hazardous loads.
3. **Trammel** The misuse of identity documents, to facilitate access, employment or travel.

BASIC DOCUMENT EXAMINATION

The examination of any travel document requires a certain amount of knowledge of the security features within the document. The application of a few simple, non-destructive tests can identify the more obvious forgeries or counterfeits.

1. CHECK FIRST FOR IMPERSONATION

- The simplest and fastest growing type of passport fraud is impersonation – use of other people’s passports by “lookalikes”
- Carefully compare the photograph/image to the document holder.
- Check the age, visible marks, and signature of the document holder.
- Check the chin, lips, ear shape, eyes and nose and their relation to the face as a whole.

2. CHECK FOR COUNTERFEITING

- Check the cover and overall construction of the document: Is the gold blocking well defined, do the pages line up?
- Check the security thread.
- Check the watermark: use transmitted light first.
- Use ULTRA VIOLET (UV) light - does the watermark react? **It shouldn't.**
- Is the paper UV bright or dull? It should be dull.
- Check print quality. If unsure, compare to a bank note.
- Are there any spelling mistakes?
- Intaglio – raised print with “the feel of steel” - look for latent images
- Microprint/Extra Small Print – use a magnifier (x15 preferred)

3. CHECK FOR PAGE SUBSTITUTION

- Do all pages align?
- Is the stitching correct?
- Do all the pages react the same way under UV light? They **should** in a genuine document
- Do all the pages have the same serial number?
- Are the page numbers sequential?

Once you are satisfied that the document is not counterfeit, you can check for signs that the document may have been tampered with.

4. CHECK FOR PHOTOGRAPH SUBSTITUTION

- Check laminate safeguards are present and undamaged.
- Check there is only one laminate.
- Check for any cut marks / paper damage around the photograph.

5. CHECK FOR IMAGE SUBSTITUTION

- Check for damage around the image.
- Check the safeguards are present and undamaged.
- Look for an unusual UV reaction in the image area.

6. CHECK THE VISAS

- Visas are secure documents in themselves and should have security features to the same standards as passports.

You should also:

- Remember that there are thousands of stolen blank documents in circulation – PRADO below has links for checking some documents
- Allow for the fact that the passport may have been applied for fraudulently (i.e. it may be a genuine passport which was obtained by presenting other fraudulent documents).

Helpful Websites:

1. PRADO- European document information:
<http://www.consilium.europa.eu/prado/EN/homeIndex.html>
2. CPNI document verification guidance: please note, loads slowly
http://www.cpni.gov.uk/documents/publications/2007/2007044-gpg_document_verification_guidance.pdf
3. UKBA website guidance for employers:
<http://www.ukba.homeoffice.gov.uk/employers/preventingillegalworking>
4. National Counter Terrorism Security Office
<http://www.nactso.gov.uk>

**Don't rely on others.
If you suspect it, report it.
Confidential
Anti -Terrorist Hotline
Call 0800 789 321**

**In an emergency
Dial 999**

Current Fairway products and initiatives include:

- **NaCTSO - Fairway Awareness** - Presentation aimed at front line staff working in Crowded Places. It is site specific, and can accommodate small or large audiences.
- **NaCTSO - Fairway High Street** - Organised at local level and supported by major cinema chains, and allows small and medium enterprises to release staff to shorter events, (1hr), without suffering financial loss. It can accommodate large numbers
- **NaCTSO - Fairway Document Awareness** - Workshop which targets the insider threat and promotes better identity document awareness within HR and recruitment departments of companies vulnerable to terrorist attack. It is 1½ hr long, and can accommodate up to 20 staff per session.
- **Operation Fairway DVD** - 20 minute, professionally produced dramatic film which introduces the audience to the concept of terrorist attack planning and how they should note and report suspicious activity to police for investigation.
- **NaCTSO - Fairway for Partners** - CD based PowerPoint presentation with notes for partners in industry to use as a training tool to accompany or follow the *Operation Fairway* DVD.

Contact: DC Mike Harte Telephone
Email: SCDCTBriefingOfficerEast@scotland.pnn.police.uk 0131 311 3241

Other useful numbers and email:

SO15-FairwayTeam@met.police.uk 020 7230 3408

UKBA Command & Control Unit - for a local immigration team: 0300 123 4699