



“Enhancing Global Competitiveness Through Best Practices”

BASIC IDENTIFICATION DOCUMENTS (IDs) AND CHECK FRAUD DETECTION & PREVENTION

**Thursday & Friday, March 6 & 7, 2025
1:30PM TO 4:45PM via ZOOM**

COURSE OBJECTIVES

Upon completing this module, YOU will be able to:

1. Understand the Identification Documents (ID) profiling and verification techniques.
2. Know the valid IDs and their security features.
3. Detect of falsified IDs and counterfeit business documents.
4. Assess whether the person presenting a document is also its legal holder.
5. Identify the important details on face of a check.
6. Know the common check fraud.
7. Recognize red flags of check fraud schemes.
8. Appreciate common methods of document alterations.
9. Experience and solve common ID, business documents and check fraud cases.

COURSE OUTLINE

SESSION 1: INTRODUCTION TO IDENTIFICATION DOCUMENTS (IDS) & FAKE DOCUMENTS

1. Introduction
2. What is your Job?
3. Learning Check No. 1: Definition of Terms
4. Your Tools & Your Tasks
5. Limitations in Document Verification
6. Video Presentation: Fake Documents in the Philippines
7. WB/APG Philippine Detailed Assessment Report on Fictitious Documents
8. Learning Check No. 2: KYC/ CDD & Customer Profiling
9. Online Quiz No. 1
10. Key Take-Aways

SESSION 2: IDENTITY DOCUMENTS (IDS) SECURITY FEATURES & HOW TO CHECK BUSINESS DOCUMENTS

1. 4 Levels of Identity Documents (IDs) Security
2. Tolls for ID Verification
3. Helpful Tips on How to Spot Fake Documents
4. Face Profiling
5. Learning Check No. 2: Security Features of IDs - GROWHIM (WHO AM I?)
6. Business Documents:



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- a. DTI, SEC, BSP & AMLC Certificates of Registration
- b. Articles of Incorporation, Secretary’s Certificate & General Information Sheet (GIS)
7. What to do When in Doubt about the ID Presented?
8. Online Quiz No. 2
9. Key Take-aways

SESSION 3: HOW TO AUTHENTICATE BASIC IDs:

1. Personal Identification Documents (IDs):
 - a. Passport
 - b. ALIEN CERTIFICATE OF REGISTRATION (ACR) ID
 - c. UMID & SSS IDs
 - d. LTO LICENSE
 - e. PRC ID
 - f. POSTAL ID
 - g. COMELEC (VOTER) ID
 - h. PHILSYS ID
 - i. NBI & POLICE CLEARANCES
2. Video Presentation: Identity Theft
3. Online Quiz No. 3
4. Key Take-aways

SESSION 4: CHECK & COMMON CHECK FRAUD

1. Learning Check No. 5 - Check & Check Fraud
2. Important Details on Face of the Check
3. Check Image Clearing System (CICS)
4. Common Check Fraud
5. Methods of Document Alteration
6. Online Quiz No. 4
7. Key Take-aways
8. Post Examination

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