



# e-Government Interoperability Framework (e-GIF)

# Government Data Standards Catalogue

Volume 3 – Data Items Standards

August 2001

# **EXECUTIVE SUMMARY**

The e-government Interoperability framework (e-GIF) mandates the adoption of XML and the development of XML schemas as the cornerstone of the government interoperability and integration strategy. A key element in the development of XML schemas is an agreed set of data standards. The Government Data Standards Catalogue sets out the rationale, approach and rules for setting and agreeing the set of Government Data Standards (GDS) to be used in this process, and other interchange processes, and also contains the standards agreed to date.

The Catalogue comprises 3 volumes:

Volume 1 sets out the general principles, i.e. the rationale, approach and rules for setting standards

Volume 2 sets out the Data Types standards

Volume 3, this Volume, sets out the Data Items standards

### Compliance

The standards herein are intended to be compliant with ISO/IEC 11179

#### **Issues:**

None

# **Index of Agreed Data Item Standards**

Bank Account Number	3	
<b>Branch Sort Code</b>	4	
<b>Building Society Account Number</b>	5	
Cheque Number	6	
Companies House Reference Number	7	
Country Code	8	
<b>Currency Type</b>	9	
Driver Number	10	
Dun's Number	11	
Financial Ye ar	12	
National Insurance Number	14	
NHS Number	15	
Passport Number	17	
Person Birth Date	18	
Person Death Date	20	
Person Marital Status	22	
Person Relationship Type	24	
Sex at birth	26	
Sex – current	27	
Standardised Industrial Classification Number	28	
Tax Year	29	
UK Internal Code	30	
Unique Taxpayer Reference Number	31	
Value Added Tax Number	32	
APPENDIX A	ABBREVIATIONS/ACRONYMS	33

# **Bank Account Number**

Name: BANK ACCOUNT NUMBER

Definition: A reference number that uniquely identifies this bank account

within this branch of a UK bank.

Business Format: Max 8 characters

XML Schema ID: Tbd

Validation: Must be 8 numeric characters right justified with leading zeros

added if necessary.

Values: N/A

Default Value: N/A

Owner: BACS

Based on: BACS

Verification: N/A

Comments: This item is always associated with *Branch Sort Code*.

Version: 0.3 draft

# **Branch Sort Code**

Name: BRANCH SORT CODE

Definition: A code, allocated by the banking community, used to uniquely

identify an individual branch of a bank.

Business Format: max 6 Characters

XML Schema ID: Tbd

Validation: Must be 6 numeric characters.

Values: N/A

Default Value: N/A

Owner: BACS

Based on: BACS

Verification: N/A

Comments: This item is always associated with Bank Account Number.

Version: 0.3 draft

# **Building Society Account Number**

Name: BUILDING SOCIETY ACCOUNT NUMBER

Definition: A reference number that uniquely identifies this building

society account within this branch of a UK building society.

Business Format: Max 18 Characters

XML Schema ID: Tbd

Validation: Only valid characters are:

Alpha, Numeric, Ampersand (&), Apostrophe (') Asterisk (\*), Comma (,), Full Stop (.), Hyphen (-), Parentheses (()),

and Space ().

Values: N/A

Default Value: N/A

Owner: OeE

Based on: None

Verification: N/A

Comments: N/A

Version: 0.4 draft

# **Cheque Number**

Name: CHEQUE NUMBER

Definition: The identification number pre-printed on a cheque.

Business Format: Max 6 Characters

XML Schema ID: Tbd

Validation: Must be 6 numeric characters

Values: N/A

Default Value: N/A

Owner: OeE

Based on: None

Verification: N/A

Comments: N/A

Version: 0.4 draft

# **Companies House Reference Number**

Name: COMPANIES HOUSE REFERENCE NUMBER

Definition: A unique reference number allocated by the Registrar of

Companies to a limited liability company or unlimited company

at the time of first registration of that company.

Business Format: Max 8 Characters

XML Schema ID: Tbd

Validation: First two characters must be either two alpha characters in

the range OO, AC, FC, GE, GN, GS, IC, IP, LP, NA, NF, NI, NL, NO, NP, NR, NZ, OC, RC, SA, SC, SF, SI, SL, SO, SP,

SR, SZ, ZC, or R followed by a numeric.

Up to 6 characters must be numeric.

Values: N/A

Default Value: N/A

Owner: Companies House

Based on: Companies House

Verification: N/A

Comments: N/A

Version: 0.3 draft

# **Country Code**

Name: **COUNTRY CODE** Definition: A unique code representing a Country. **Business Format:** Max 3 Characters XML Schema ID: Tbd Validation: N/A Values: See Standard described below Default Value: tbd Owner: OeE Based on: BSEN Standard 3166. Verification: N/A Comments: Refer to the BSEN 3166 standard for actual list of alphabetic codes and countries. The alphabetic code to be used is the 3char alphabetic code along with the short country name. 2 In DWP, if an Address is held, Country Code must be held. 3 If Country Code value is GBR for United Kingdom, then standard "UK Internal Code" must be held

Version: 0.6 draft

# **Currency Type**

Name: CURRENCY TYPE

Definition: The type of currency used in a financial amount.

Business Format: As per BSEN 24217: 1994

XML Schema ID: Tbd

Validation: As per BSEN 24217: 1994

Values: See Standard described below

Default Value: N/A

Owner: OeE

Based on: BSEN 24217: 1994

Verification: N/A

Comments: Refer to the BSEN 4217.1990 standard for actual lists of

codes and names (plus 'Milk Tokens' for DWP).

Version: 0.5 draft

# **Driver Number**

Name DRIVER NUMBER A reference number that is issued to an person by the DVLA Definition: when issued with a driving licence. **Business Format:** Size: Max 16 characters XML Schema ID: Tbd Validation: 1. Must be 16 character 2. First 5 characters are alphanumeric. 3. Next 6 characters must be numeric 4. Next 3 characters are alphanumeric 5. Last 2 characters are alpha 6. Second character of numeric section can only be 0, 1, 5 or 7. Fourth and fifth characters of numeric section must be in the range 01 to 31. Values: N/A Default Value: N/AOwner: DVLA Based on: DVLA Verification: N/A Comments: N/A 0.4 draft Version: Date:

# **Dun's Number**

Name: DUN'S NUMBER

Definition: The reference assigned to a company in Dun & Bradstreet's

Company Register.

Business Format: Max 11 Characters

Comment: ONS say this should

be 9 not 11 -check

XML Schema ID: Tbd

Validation: Must be 11 numeric characters

Values: N/A

Default Value: N/A

Owner: Dun & Bradstreet

Based on: Dun & Bradstreet

Verification: N/A

Comments: N/A

Version: 0.3 draft

# Financial Year

Name:

Definition: A number that uniquely identifies the financial year for which related items are valid. The Financial Year runs from 1<sup>st</sup>

April to 31st March.

FINANCIAL YEAR

Business Format: Max 4 Characters

XML Schema ID: Tbd

Validation: N/A

Values: The string indicates the year in which the Financial Year ends

- 2001 for the Financial Year 2000/2001

Default Value: Current financial year

Owner: OeE

Based on: None

Verification: N/A

Comments: N/A

Version: 0.3 draft

# **National Insurance Number**

Name: NATIONAL INSURANCE NUMBER

Definition: A reference number that is issued to an person by the

DWP/IR for participants in the National Insurance Scheme.

Business Format: Max 9 Characters

XML Schema ID: Tbd

Validation: 1. Must be 9 characters

2. First 2 characters must be alpha

3. Next 6 characters must be numeric

4. Final character can be A, B, C, D or space

5. First and second characters must not be D, F, I, O, Q,

U or V

6. First 2 characters must not be combinations of FY, GB,

NK, TN or ZZ

Values: N/A

Default Value: N/A

Owner: DWP and IR

Based on: DWP and IR

Verification: N/A

Comments: N/A

Version: 0.3 draft

# **NHS Number**

Name: NHS NUMBER (English and Welsh)

Definition: A number used to identify a person uniquely within the NHS

in England and Wales.

Business Format: Max 10 Characters

XML Schema ID: Tbd

Validation: The tenth digit of the NHS NUMBER is a check digit used to

confirm its validity. The check digit is validated using the Modulus 11 algorithm and the use of this algorithm is mandatory. There are 5 steps in the validation of the check

digit:

#### Step 1

Multiply each of the first nine digits by a weighting factor as follows:

# Digit Position

(Starting from the left)	Factor
1	10
2	9
3	8
4	7
5	6
6	5
7	4
8	3
9	2

# Step 2

Add the results of each multiplication together.

# Step 3

Divide the total by 11 and establish the remainder.

#### Step 4

Subtract the remainder from 11 to give the check digit.

If the result is 11 then a check digit of 0 is used.

If the result is 10 then the NHS NUMBER is invalid and not

used.

Step 5

Check the remainder matches the check digit. If it does not,

the NHS NUMBER is invalid.

Values: N/A

Default Value: N/A

Owner: Department of Health

Based on: N/A

Verification: N/A

Comments: None

Version: 0.1 draft

# **Passport Number**

Name: PASSPORT NUMBER Definition: A unique reference number given to a passport book issued by SPSL or the United Kingdom Passport Agency. The digit allows identification of the place of issue. (1) **Business Format:** The new Red Passport 9 Characters Max: (2) The old Blue Passport Max: 6 Characters XML Schema ID: Tbd Validation: New Red Passport Must be 9 characters. 2. All characters must be numeric. Old Blue Passport Must be 6 characters. Old Blue Passports have 6 numeric digits plus one character ALPHA either prefix or suffix. Values: N/ADefault Value: N/A Owner: UKPA and SPSL Based on: UKPA and SPSL Verification: N/A Comments: N/A 0.4 draft Version:

#### **Person Birth Date**

Name: PERSON BIRTH DATE

Definition: The date on which a person was born or officially have been deemed

to have been born.

Business Format: See Type standard for DATE.

XML Schema ID: Tbd

Validation: 1 See Type standard for DATE.

2 Date must not be in the future.

3 Date must not be later than date of death where held.

Values: See Type standard for DATE.

Default Value: tbd

Owner: OeE

Based on: See DATE

Verification: 0 Not Verified

1 Level 1 - One or more of the following Secondary

certificates:

Certificate of Baptism.

A certificate of Service in HM Forces or other employment under the Crown or in the Mercantile

Marine.

A certificate of membership of a Trade Union Friendly Society or any cards or papers relating to membership of an Approved Society or Unemployment Insurance

Apprenticeship indentures.

Early certificate or testimonial from employer. Aliens registration card, certificate of naturalisation, Home Office travel document or a passport.

Life insurance policy.
Certificate of confirmation.
School certificate or report.

A birthday book or old family record. Family Bible containing a record of birth.

2 Level 2 - One of the following:

Full certificate.

Birth certificate short form.

Certificate of registry showing forenames and surname.

GRO copy.

Adoption Order issued by the High Court, County Court

or Juvenile Court.

Certificate of adoption issued by the GRO.

Foreign birth certificate issued by registration authority of the foreign country.

Comments:

- 1 See Type standard for DATE.
- DWP has a specific requirement to ensure that this data item is verified and has procedures to do so to 2 levels. The following also applies to DWP only:

If Birth Verification Type is level 1 or 2 then the Person Birth Date cannot be amended.

Where the Birth Verification Type is level 1 or 2 the validation relating to restrictions on amending the Person Birth Date does not apply to high level users.

- A notional birth date will be recorded where an informant has reported an approximate age for a person whose actual date of birth is unknown.
- 4 In DWP if Person Birth Date is held, Birth Date type must be held.

Version: 0.4 draft

#### **Person Death Date**

Name: PERSON DEATH DATE

Definition: The date on which a person died or is officially deemed to

have died.

Business Format: See Type standard for DATE.

XML Schema ID: Tbd

Validation: 1 See Type standard for DATE.

2 Date must not be in the future.

3 Date must not be earlier than date of birth.

Values: See Type standard for DATE.

Default Value: tbd

Owner: OeE

Based on: See DATE

Verification: 0 Level 0 - Not Verified / Interim Death certificate

1 Level 1 - One of the following: Notification from Hospital.

Police Statement.

Level 2 – One of the following:
 Documented Coroners Verdict.

Presumption of death by a court of Law in England,

Scotland or Wales.

3 Level 3 - One of the following:

Death certificate BD8.

Notification from General Registrars Office (system or

clerical)

Certificate of Registry showing forenames and

surname. GRO copy.

Notification of death issued by Forces Department of

the Ministry of Defence (MOD).

Notification of death issued by the Registrar General of

the Shipping and Seamen (Mercantile Marine).

Comments: 1. See Type standard for DATE

2. DWP has a specific requirement to ensure that this

data item is verified and has procedures to do so to 3

levels.

The following also applies to DWP only:

If Death Verification Type is level 1, 2 or 3 then the Person Death Date cannot be amended.

Where the Death Verification Type is level 1, 2 or 3 the validation relating to restrictions on amending the Person Death Date does not apply to high level users.

3. Interim Death Certificates. There is a distinction between a death certificate and a death certificate showing the cause of death. The Registrars Office confirmed that all death certificates show a cause of death except where a case is referred to the Coroner for the cause of death to be determined. In these cases an interim death certificate is issued. An interim death certificate is issued as a courtesy to the relatives/ friends of the deceased. It has no legal standing and is not deemed as verification of a cause/ date of death.

Version:	0.4	draft

#### **Person Marital Status**

Name: PERSON MARITAL STATUS TYPE

Definition: An indicator to identify the legal marital status of a person.

Business Format: Size: 1 Character

XML Schema ID: Tbd Validation: N/A

Values: S Single

M MarriedD DivorcedW WidowedN Not disclosedP Separated

Default Value: tbd

Owner: OeE

Based on: None

Verification If Value is M:

0 Level 0 - Not Verified.

1 Level 1 - One or more of the following:

 $Sworn\ Affidavit.$ 

Passport.

2 Level 2 - Documented confirmation of Marriage by

Validity of Marriage Unit.

3 Level 3 – One of the following:

British marriage certificate.

Certificate of registry showing forenames and

surnames.

GRO copy.

Foreign marriage certificate (under religious or national

law of the country).

#### If Value is D:

- 0. Level 0 Not Verified.
- 1. Level 1 Confirmation of divorce from Verification of Marriage Unit.
- 2. Level 2 One of the following:

Decree Absolute.

Certificate of registry showing forenames and

surname.

GRO copy.

Foreign decree of divorce effective under the law of

the country.

#### If Value is W:

- 0 Level 0 Not Verified / Interim Death certificate
- 1 Level 1 One of the following:

Notification from Hospital.

Police Statement.

2 Level 2 – One of the following:

Documented Coroners Verdict.

Presumption of death by a court of Law in England, Scotland or Wales.

3 Level 3 - One of the following:

Death certificate BD8.

Notification from General Registrars Office (system or clerical).

Certificate of Registry showing forenames and surname.

GRO copy.

Notification of death issued by Forces Department of the Ministry of Defence (MOD).

Notification of death issued by the Registrar General of the Shipping and Seamen (Mercantile Marine).

# If Value is P:

- 0 Level 0 Not Verified.
- 1 Level 1 Telephone call to/from customer describing circumstances of separation.
- 2 Level 2 Decree Nisi.
- 3 Level 3 Decree of Judicial Separation

Comments: N/A

Version: 0.4 draft

# Person Relationship Type

Name: PERSON RELATIONSHIP TYPE

Definition: A value to represent the type of personal relationship that

exists between two persons that is of interest to government.

Format: Max 2 Characters

XML Schema ID: Tbd

Validation: N/A.

Values: 01 Spouse

02 Partner
03 Parent
04 Next-Of-Kin
05 Guardian
06 Foster Parent
07 Polygamous Partner

08 Step Parent
09 Child
10 Dependant
11 Non Dependant

Default Value: tbd

Owner: OeE

Based on: None

Verification

If Value is 01:

0 Level 0 - Not Verified.

1 Level 1 - One or more of the following:

Sworn Affidavit.

Passport.

2 Level 2 - Documented confirmation of Marriage by

Validity of Marriage Unit.

1 Level 3 – One of the following:

British marriage certificate.

Certificate of registry showing forenames and

surnames.

GRO copy.

Foreign marriage certificate (under religious or national

law of the country).

If Value is 03:

0 Level 0 – Not verified.

- 1 Level 1 CH1000 (notification that child benefit is in payment to this person).
- 2 Level 2 Report from Social Worker or other recognised Professional.
- 3 Level 3 one of the following: Full Birth Certificate Adoption Certificate Birth Certificate after Adoption.
- 4 Level 4 positive DNA Test result.

#### If Value is 05:

- 0 Level 0 Not Verified.
- 1 Level 1 CH1000 (notification that child benefit is in payment to this person).
- 2 Level 2 Report from social worker or other recognised Professional confirming relationship of child to guardian.
- 3 Level 3 Original Order of Appointment.

#### If Value is 07:

- 0 Level 0 Not Verified.
- 1 Level 1 Sworn affidavit with details of marriage.
- 2 Level 2 Statutory marriage certificate (from country permitting polygamy) bearing the seal or stamp of the issuing authority, the date of issue and the fee paid.

Further Verification rules will be added once defined.

Comments:

A 'Polygamous Partner' is defined as a person who is accepted as another spouse under the law of another country. In the UK, a person with polygamous partners can only have one of them accepted as a spouse.

Version: 0.4 draft

# Sex – at birth

Name: SEX – AT BIRTH

Definition: A person's gender at birth.

Format: Max 1 character

XML Schema ID: Tbd

Validation: Must be 'M' or 'F'

Values: M Male

F Female

Default Value: tbd

Owner: OeE

Based on: None

Verification: N/A

Comments:

Version: 0.4 draft

# Sex - current

Name: SEX - CURRENT

Definition: A person's current gender

Format: Max 1 character

XML Schema ID: Tbd

Validation: Must be 'M', 'F' 'I'or 'U'.

Values: M Male

F Female

I Indeterminate

U Unknown

Default Value: tbd

Owner: OeE

Based on: None

Verification: N/A

Comments:

Version: 0.4 draft

# **Standardised Industrial Classification Number**

Name: STANDARDISED INDUSTRIAL CLASSIFICATION

NUMBER

Definition: A number, issued by the Office for National Statistics, that

identifies the type of trade or industry in which an organisation

is active.

Business Format: Max 5 characters

XML Schema ID: Tbd

Validation: Must be 5 numeric characters

Values: N/A

Default Value: N/A

Owner: ONS

Based on: ONS

Verification: N/A

Comments: Full details of this code, its uses and a full list of codes and

their meanings can be found at http://www.statistics.gov.uk/themes/compendia\_reference/arti

cles/sic.asp

Version: 0.3 draft

# Tax Year

Name: TAX YEAR

Definition: A number that uniquely identifies the Tax Year for which

related data items are valid. The Tax Year runs 6th April to

5<sup>th</sup> April of the following year.

Business Format: Max 4 Characters

XML Schema ID: Tbd

Validation: N/A

Values: The last two digits of the string indicate the year in

which the Tax Year ends -2001 for the Tax Year 2000/2001

Default Value: Current tax year

Owner: IR

Based on: IR

Verification: N/A

Comments: N/A

Version: 0.4 draft

# **UK Internal Code**

Name: UK INTERNAL CODE Definition: A unique code representing a constituent internal part of the United Kingdom of Great Britain and Northern Ireland. **Business Format:** Max 2 Characters XML Schema ID: Tbd N/A Validation: Values: 1 England 2 Scotland 3 Wales 4 Northern Ireland 5 Isle of Man 6 Guernsey 7 Sark 8 Jersey 9 Alderney 10 Channel Islands Default Value: tbd OeE Owner: Based on: None N/A Verification: Comments: If Country Code value is GBR for United Kingdom, then UK Internal Code must be held Version: 0.5 Date:

# **Unique Taxpayer Reference Number**

Name: UNIQUE TAXPAYER REFERENCE NUMBER

Definition: A reference number issued by the Inland Revenue that

uniquely identifies a particular taxpayer.

Business Format: Max 10 characters

XML Schema ID: Tbd

Validation: 1. Must be numeric.

2. The first digit is a check digit

3. Must be a unique number

Values: N/A

Default Value: N/A

Owner: IR

Based on: IR

Verification: N/A

Comments: Each reference number is randomly generated

Version: 0.3 draft

# Value Added Tax Number

Version:

Date:

Name: VALUE ADDED TAX NUMBER The Value Added Tax registration number issued by Customs Definition: & Excise to an person or organisation. Format: Size Max 9 characters XML Schema ID: Tbd Validation: Must be 9 characters. Modulus97 can be used to validate the check digits (last two digits). Values: N/ADefault Value: N/AOwner: **HMCE** Based on: **HMCE** Verification: N/AComments: N/A

0.3 draft

# APPENDIX A ABBREVIATIONS/ACRONYMS

Detailed below are the abbreviations and acronyms used within this Catalogue:

Banks Automated Clearing System	BACS
British Standard European Norm	BSEN
British Standards Institute	BSI
British Telecom	BT
Crown Court Criminal Justice System	CCCJS
Customs & Excise	HMCE
Department	DEPT
Department of Work and Pensions	DWP
European Union	EU
Employment Service	ES
Government	GOVT
Government Data Standard(s)	GDS
Internet Engineering Task Force	IETF
Inland Revenue	IR
International Organisation for Standardisation	ISO
National Health Service	NHS
National Insurance Number	NINO
Not Applicable	N/A
Number	NO
Office of e-Envoy	OeE
Office for National Statistics	ONS
Organisation for Economic Co-operation and Development	OECD
Request for Comment	RFC

Government Data Standards Catalogue Vol 3 Page 33

03/08/01

Request for Proposal RFP

Standardised Industrial Classification SIC

Subscriber Trunk Dialling STD

To be determined Tbd

Telephone TEL

United Kingdom UK

United Kingdom Passport Agency UKPA

Value Added Tax VAT

World Wide Web Consortium W3C

Extensible Markup Language XML