

ACCEPTABLE IDENTIFICATION FOR DISCLOSURE SCOTLAND PURPOSES

BASIC DISCLOSURE APPLICATIONS

When submitting a Basic disclosure application, three forms of identification should be provided, one of which **MUST** include photographic ID (passport preferably) and one must include the applicants address details, e.g. utility bill, rental agreement/mortgage, or bank statement.

SUITABLE FORMS OF IDENTITY

Three documents must be produced; one from Group 1 and two from Group 2. If this is not possible, then five documents from Group 2 must be produced – these must be in the name of the applicant. One of these documents **MUST** contain photographic identification and one must contain evidence of current residence address (but these must be different documents).

GROUP 1

- Valid passport (any nationality)
- UK Driving Licence Full or Provisional – England/Wales/Scotland/Northern Ireland/Isle of Man; either photo card or paper (a photo card is only valid if accompanied with the paper counterpart)
- Original UK birth certificate (issued within 12 months of date of birth, full or short form acceptable)
- Valid photo identity card (EU countries only)
- Valid foreign national ID card issued by the UK Borders Agency
- UK Firearms licence
- HM Forces ID card (UK)
- Adoption Certificate (UK)

GROUP 2

- Marriage certificate/Civil Partnership Certificate
- Non-original UK birth certificate (issued after 12 months of date of birth, full or short form acceptable)
- P45/P60 statement *
- Utility bill (electricity, gas, water, telephone – including mobile phone contract/bill) *
- Valid TV licence *
- Credit card statement *
- Store card statement *
- Mortgage statement *
- Valid insurance certificate *
- Certificate of British nationality
- British work permit/visa**
- Asylum Registration Card
- Personal correspondence or a document from a Government Department*
- Bank or Building Society Document*
- Financial statement e.g. pension, endowment, ISA *
- Valid vehicle registration document*
- Mail order catalogue statement*
- Court summons*
- Valid NHS card *
- Addressed pay slip*
- Child benefit book

* Documentation must be less than 3 months old

** must be issued within the last 12 months