

Examples of Address Identification documentation that may be used

Please note that the address information should detail the applicant's current address.

1. Bank or building society statement (**within last 3 months**)
2. A utility bill (**within last 3 months**)
3. Credit or store card statement (**within last 3 months**)
4. Financial statement (e.g. Mortgage, Personal loan papers, ISA)(**within last 3 months**)
5. Correspondence from statutory bodies (e.g. Benefits Agency, Employment Services; central or local government departments) (**within last 3 months**)
6. Pension or other benefits book
7. Visa
8. Work Permit
9. Driving licence without photograph

Please note that Disclosure Scotland have indicated that a previous Disclosure Certificate cannot be used as proof of address identification.

Examples of alternative forms of current identification that may be used:

<ul style="list-style-type: none">• National Savings Card	<ul style="list-style-type: none">• Credit/Debit Card
<ul style="list-style-type: none">• Building Society Account Book/Card	<ul style="list-style-type: none">• AA/RAC Card
<ul style="list-style-type: none">• Trade Union Membership Card	<ul style="list-style-type: none">• Form BF7 (Benefits Agency)
<ul style="list-style-type: none">• Council Rent Book	<ul style="list-style-type: none">• European Health Insurance Card (E11)
<ul style="list-style-type: none">• Bank Giro• Cheque Guarantee Card Combined with Personal Cheque Book	
<ul style="list-style-type: none">• Scottish Qualifications Authority - Registration No. (School students)	
<ul style="list-style-type: none">• Degree Certificate; HND; HNC; Professional Qualification; NVQ/SVQ (granted by a UK University, award granting body or equivalent)	

Where the applicant cannot provide any photographic evidence of identity:

When an applicant does not have the required documentation for photographic evidence they should supply a passport sized photograph and a letter signed and dated by a responsible person (school guidance teacher; minister of religion; line manager etc) which states ***"I certify that [name of person] residing at [enter full address] has been known by me for [enter duration of time]. Sign, insert address and date."*** Please note this declaration should not be completed by the same person countersigning the application.