

## ACCEPTABLE IDENTIFICATION FOR DISCLOSURE SCOTLAND PURPOSES

This guideline represents the University's minimum requirements on acceptable means of identification (ID).

### 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 – three must be in the name of the applicant. One of these documents **MUST** contain photographic identification; one other item of address related evidence containing the name and address of the individual and one other item confirming the date of birth of the individual should also be sought (but these must be different documents).

In addition to seeing document evidence of ID in accordance with this guidance, it will normally be expected that someone will have visually checked the photo ID of the member of staff/student against their physical appearance to confirm acceptable likeness. Normally a copy of the photo ID should be retained in the staff/student record and noted as "confirmed as true likeness" and signed and dated by the person who has done the visual check. Where this is not possible, a file record should be kept on the staff/student record of why that was not possible, also signed and dated by the responsible person.

### GROUP 1

Valid passport (any nationality)

- UK Driving License, Full or Provisional – England/Wales/Scotland/Northern Ireland/Isle of Man; either photo card or the old style paper driver's license is still accepted for those who still have this. Individuals who obtained the 'new' plastic driver's license with the paper counterpart provide the card with the photograph. The paper counterpart is no longer a valid form of ID)

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 license

HM Forces ID card (UK)

Adoption Certificate

### 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 license\*

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 eg. 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

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