

Disclosure Scotland ID Checking Guidelines

Level 1 (Basic Criminal Check)

- 1 Document from the Proof of Identity Documents list
- 1 Document from the Proof of Residency Documents list

Level 2, 2 with barred and PVG (Standard/Enhanced Criminal Checks)

- 1 Document from the Proof of Identity Documents list
- 1 Document from the Proof of Residency Documents list
- 1 Document from the Proof of Identity, Proof of Residency or Other Documents list

General Guidance –

- The ID document provided must confirm the applicant's name and date of birth. The residency document must show the applicant's current address.
- For Disclosure Scotland criminal checks there is no alternate route (e.g. route 2). The applicant must provide documents that meet the requirements to proceed.
- All ID documents must be in either the applicants current name or a previous name that has been declared on the application form. Documents without the middle name, with just initials or in a shortened name are still acceptable.
- Digital Documents (E.g. digital bank statements, council tax, utility bills) are acceptable for Disclosure Scotland checks.
- Although some documents appear in multiple lists, 2 documents of the same type cannot be provided e.g. 2x UK Photo Driving Licence.
- The proof of residency document must show the applicants current address to proceed.



Acceptable Document List

Proof of Identity (Evidence of name and date of birth)

Document Types	Document Validity/Notes
Passport	<ul style="list-style-type: none">• Must not be expired
UK Driving Licence Photocard	<ul style="list-style-type: none">• Full or Provisional Licence• Must not be expired
Biometric Residence Permit (BRP)	<ul style="list-style-type: none">• Must not be expired• Biometric Residence Permits showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be accepted within 18 months of its listed expiry date.
National ID Card	<ul style="list-style-type: none">• Countries outside the EEA
EEA National ID card	<ul style="list-style-type: none">• Countries within the EEA
Birth Certificate	<ul style="list-style-type: none">• Issued at Birth or a copy• UK, Isle of Man and Channel Islands Only
Adoption Certificate	<ul style="list-style-type: none">• UK, Isle of Man and Channel Islands Only
HM Armed Forces Identity Card	<ul style="list-style-type: none">• UK Only
Firearm or Shotgun Certificate	<ul style="list-style-type: none">• UK, Isle of Man and Channel Islands Only
Immigration document, visa, or work permit	<ul style="list-style-type: none">• Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based.
Application Registration Card (ARC)	<ul style="list-style-type: none">• Issued by the Home Office. Must be checked against the Home Office Employer Checking Service.
E-Visa	<ul style="list-style-type: none">• Accessed via the 'View and Prove' service.• Immigration Status E-Visa only.
International Driving Licence Photocard (full or provisional)	<ul style="list-style-type: none">• Full or Provisional Licence• Must not be expired• All countries outside UK

Proof of Residency (Evidence of current address)

Document Types	Document Validity/Notes
UK Driving Licence Photocard	<ul style="list-style-type: none"> • Full or Provisional Licence • Must not be expired
UK Driving Licence (Paper Version)	<ul style="list-style-type: none"> • Must be issued before March 2000 • Must not be expired • UK, Isle of Man and Channel Islands Only
International Driving Licence Photocard (full or provisional)	<ul style="list-style-type: none"> • Full or Provisional Licence • Must not be expired • All countries outside UK
Marriage Certificate	<ul style="list-style-type: none"> • UK, Isle of Man and Channel Islands Only
Mortgage statement	<ul style="list-style-type: none"> • Issued in last 12 months • UK Only
Bank or building society statement	<ul style="list-style-type: none"> • Issued in last 3 months • UK Only
Bank or building society statement	<ul style="list-style-type: none"> • Countries outside the UK • Issued in last 3 months
Bank or building society account opening confirmation letter	<ul style="list-style-type: none"> • Issued in last 3 months • UK Only
Credit card statement	<ul style="list-style-type: none"> • Issued in last 3 months • UK Only
P45/P60 Statement	<ul style="list-style-type: none"> • Issued in last 12 months • UK and Channel Islands Only
Utility Bill	<ul style="list-style-type: none"> • Issued in last 3 months • UK Only
Council Tax Statement	<ul style="list-style-type: none"> • Issued in last 12 months • UK Only
Council Letter	<ul style="list-style-type: none"> • Issued in last 12 months • UK Only
Financial statement e.g., pension/endowment	<ul style="list-style-type: none"> • Issued in last 12 months • UK Only
Letter from future employer	<ul style="list-style-type: none"> • Non-UK Address Only
Benefit statement, for example Child Benefit, State Pension	<ul style="list-style-type: none"> • Issued in last 12 months • UK Only
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, Local Authority	<ul style="list-style-type: none"> • Issued in last 12 months • UK and Channel Islands Only
HMRC self-assessment letters or tax demand letters	<ul style="list-style-type: none"> • Issued in last 12 months • UK Only

Letter from head teacher, college principal, apprenticeship provider	<ul style="list-style-type: none"> • UK Only • 16 to 19 year olds in full time education or on an apprenticeship • Issued within 1 month
Tenancy Agreement	<ul style="list-style-type: none"> • Must be typed and not handwritten • UK Only
Insurance Policy Document/Letter	<ul style="list-style-type: none"> • Issued in last 3 months • UK Only
Payslip	<ul style="list-style-type: none"> • Issued in last 3 months • UK Only
Hospital or Doctor Letter	<ul style="list-style-type: none"> • Issued in last 3 months • UK Only
UK TV Licence	<ul style="list-style-type: none"> • Issued in last 3 months • UK Only
Electoral Register Office letter or UK polling card	<ul style="list-style-type: none"> • UK Only • Issued in last 3 months
Home Office letter	<ul style="list-style-type: none"> • UK Only • Issued in last 3 months
Firearm or Shotgun Certificate	<ul style="list-style-type: none"> • UK, Isle of Man and Channel Islands Only
UK solicitor's letter on headed paper	<ul style="list-style-type: none"> • UK Only • Issued in last 3 months

Other Documents

Document Types	Document Validity/Notes
European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)	<ul style="list-style-type: none"> • Must not be expired • UK Only
Irish Passport Card	<ul style="list-style-type: none"> • Cannot be used with an Irish passport • Must not be expired
Cards carrying the PASS accreditation logo	<ul style="list-style-type: none"> • UK, Isle of Man, and Channel Islands • Digital PASS cards are acceptable • Must not be expired