

# Disclosure Scotland Basic Checks - List of Acceptable Identification

**For all applicants**  
(2 documents to be seen)

1 document from Group 1.  
1 further document from Group 2

**Combination of documents must confirm name, DOB & current address.**

**If unable to supply, basic check cannot be submitted.**

## Group 1

### Primary Identity Documents

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence – photo card (Full or Provisional)
- Birth Certificate (UK / Isle of Man / Channel Islands)  
Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces. (Photocopies are not acceptable)
- Adoption Certificate (UK / Channel Islands)
- EEA National ID Card
- National ID card from a country outside the European Economic Area (EEA)
- Marriage / Civil Partnership Certificate (UK / Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK / Isle of Man / Channel Islands)
- NHS Card

## Group 2

### Proof of Address Documents – issued within the last 12 months

- Current Driving Licence – photo card (Full or Provisional)
- Fire Arms Licence (UK / Isle of Man / Channel Islands)
- Mortgage Statement
- Bank/Building Society Statement  
Online statements are acceptable, Monzo statements are not acceptable
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (Online statements are acceptable)
- Financial Statement e.g. pension, endowment, ISA (UK)
- P45/P60 Statement (UK / Channel Islands)
- Council Tax Statement (UK / Channel Islands)
- Utility Bill (Online statements are acceptable) - Not Mobile Phone
- Benefit Statement (UK) e.g. Child Allowance, Pension
- Document from Central/ Local Government/ Government Agency/ Local Authority (UK / Channel Islands)  
e.g. DWP, Employment Service, HMRC, Job Centre, Social Security
- Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK)
- Tenancy Agreement – must be typed, not handwritten
- Insurance Policy document / letter
- TV Licence Letter (UK / Isle of Man / Channel Islands)