

**Documentary Evidence Sheet for Scotland**



Applicants Name: .....

Form Reference Number: .....

It is recommended by Disclosure Scotland that at least 3 forms of identification are seen one of which should be photographic and another showing the applicant's current address.

The verifier must sign their initials in the box next to the documents they have checked.

**At least one of the following documents must be seen;**

- a. Passport (UK or other Country)   
State country of issue; \_\_\_\_\_
- b. Driving Licence (with photograph)
- c. Other Photo ID Card (e.g. staff ID card)   
Describe type of card (e.g. Council staff ID card); \_\_\_\_\_

**AND**

**At least one of the following which must show current address**

- d. Bank or building society statement
- e. Two non-consecutive utility bills with current address
- f. Credit or store card statement
- g. Financial statement (e.g. mortgage, ISA)
- h. Correspondence from Benefits Agency, Employment Service, Inland Revenue or Local Authority
- i. Pension or other benefit book
- j. Visa
- k. Work permit
- m. Other (see note overpage)

If 'Other' please state the other forms of identification (and enclose a photocopy)

.....  
n. Birth Certificate  (it is desirable that a birth certificate is seen in all cases)

Signature of Verifier: .....

Name of verifier (please print): .....

Date:.....

Please note that you must provide at least one document which confirms your photographic likeness (a- c) and at least one which confirms your current address (d –J).

- All documents from d – k must be current or under three months old.
- All documents must be in your current name or be accompanied by official documentation showing the reason for any change.

If you do not own any of the photographic documents listed a – c then you will need to show a minimum of three of the documents listed d – k **as well as** your birth certificate.

If you do not have the required documentation then you should supply a passport sized photograph and a letter (on headed paper) signed by a responsible person (e.g. a doctor, a line manager, college tutor) with a statement along the lines – “I certify that < name of applicant>, residing at <full address> has been known to me for <x> years”. The photograph must have the applicant’s name and the responsible person’s signature or signed initials on the back. A photocopy of the original photograph and the accompanying letter should be sent to the Churches’ Agency for Safeguarding together with the application forms.