

Disclosure Scotland

I require you to email me three forms of identification, one must confirm your current address and one must be photographic i.e. passport, driving licence, birth certificate, marriage certificate, utility bill, bank statement etc.

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 – these must be in the name of the applicant. One of these documents MUST contain photographic identification and one must contain evidence of current residence address (but these must be different documents).

GROUP 1

Valid passport (any nationality)

UK Driving Licence Full or Provisional – England/Wales/Scotland/Northern Ireland/Isle of Man; either photo card or paper (a photo card is only valid if accompanied with the paper counterpart)

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 licence

HM Forces ID card (UK)

Adoption Certificate (UK)

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 licence *

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 e.g. 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

PVG Forms will be emailed to you directly from Disclosure Scotland following your interview.

NHS Highland will pay for your PVG clearance.