

IDENTITY DOCUMENTS FOR PVG CHECKS (SCOTLAND)

To complete a criminal record check you must confirm your identity using specific original documentation. The details below are for Protecting Vulnerable Groups (PVG) checks in Scotland.

- All applicants will be asked to verify their identity by their Designated Person (DP).
- You must provide your DP with original documentation
- Photocopies will need to be provided to accompany your application form, this must be signed and dated by your DP
- You must provide either:
 - 1 document from Group 1
 - Plus a further 2 documents from Group 1 or 2
- Or if you are unable to show ID documents from Group 1, you must provide:
 - 5 documents from Group 2

Group 1		Valid passport UK driving licence (full or provisional; must show paper part) UK birth certificate (issued within 12 months of birth) Valid EU identity card UK Firearms licence UK HM Forces ID card UK adoption certificate
Group 2	Issued at any time	Marriage/ civil partnership certificate UK birth certificate (issued more than 12 months after birth) P45 or P60 Utility bill Valid TV licence Credit card statement Store card statement Mortgage statement Valid insurance certificate Certificate of British nationality Asylum registration card Valid vehicle registration document Court summons Court claim form Valid NHS card National Insurance card Examination certificate (e.g. GCSE, NVQ) Child benefit book
	Within 3 months	Personal correspondence or document from government department Mail order catalogue statement Addressed payslip Letter from Head Teacher
	Within 12 months	British work permit/ visa Bank or building society document Financial statement

If applicants cannot provide the above ID documents please contact localgroups@ndcs.org.uk

