

Please Note:

The same item or the same source cannot be used to confirm both Identification (Table A) and Address Verification (Table B)*

| TABLE A – Identification | TABLE B – Address Verification |
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| <p>UK Passport, Biometric Residence Permit, Foreign Passport and Visa.</p> <ul style="list-style-type: none"> - be the original document - match the exact name & DOB used when applying - be valid / in date - BRP must state applicant has Indefinite Leave to Remain (ILR) in the UK to prove permanent status | <p>Council Tax bill</p> <ul style="list-style-type: none"> - dated within last 12 months (current tax year) - an e-statement / e-bill or PDF can only be used where Table A has been satisfied using <ul style="list-style-type: none"> o UK passport / Foreign Passport / Visa o UK Driver’s Licence o EU / EEA National Identity Card o Military ID Card |
| <p>Current Full or Provisional UK Photo Driving Licence</p> <ul style="list-style-type: none"> - be a full or provisional photo card licence - match the exact name & DOB used when applying - match the exact address used when applying - be valid / in date <p><i>*If the address on the UK Full or Provisional Driving Licence matches the application exactly, this one document can be used for both Table A and Table B.</i></p> | <p>Utility Bill</p> <ul style="list-style-type: none"> - dated within the last 3 months - gas / electric / landline - mobile phone bills are not acceptable - printed bills from the internet are not acceptable. |
| <p>EU / EEA National Identity Card</p> <ul style="list-style-type: none"> - be photographic and clearly state the country of issue - match the exact name & DOB used when applying - be valid / in date | <p>Current Full or Provisional UK Photo Driving Licence</p> <ul style="list-style-type: none"> - be a full or provisional photo card licence - match the exact name & DOB used when applying - match the exact address used when applying - be valid / in date <p><i>*If the address on the UK Full or Provisional Driving Licence matches the application exactly, this one document can be used for both Table A and Table B.</i></p> |
| <p>UK Armed Forces / Military Identity Card</p> <ul style="list-style-type: none"> - match the exact name & DOB used when applying - be valid / in date - the card must contain the staff serial number | <p>Bank / Building Society / Credit Card Statement</p> <ul style="list-style-type: none"> - be less than 6 months old - the original statement sent to the applicants address - an online PDF statement (not a print out) |
| <p>National Entitlement Travel Pass or Current PASS Card (e.g. Young Scot, Citizencard)</p> <ul style="list-style-type: none"> - match all details used when applying - be valid / in date - Citizen Card 18+ - Young Scot up to 26yrs. | <p>Mortgage Statement</p> <ul style="list-style-type: none"> - original statement dated within the last 12 months |

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| <p>Benefits Entitlement Letter</p> <ul style="list-style-type: none"> - issued by DWP / Scottish Public Pensions Agency / Local Authority / Universal Credit Welcome Letter / Pensions Benefits/ Housing Benefits / Child Benefits / Disability and Sickness Benefits - must be the original letter - specific to the individual regarding benefits they receive / confirm the applicant is currently in receipt of benefits - must include either DOB or NI number - must be exact name & address when applying - must be valid / in date | <p>Benefits Entitlement Letter</p> <ul style="list-style-type: none"> - issued by DWP / Scottish Public Pensions Agency / Local Authority / Universal Credit Welcome Letter / Pensions Benefits/ Housing Benefits / Child Benefits / Disability and Sickness Benefits - must be the original letter - specific to the individual regarding benefits they receive / confirm the applicant is currently in receipt of benefits - must include either DOB or NI number - must be exact name & address when applying - must be valid / in date |
| <p>HM Revenue & Customs Tax Notification or Correspondence</p> <ul style="list-style-type: none"> - notice of tax coding - national Insurance Confirmation Letter - specific to the individual - must include NI number or DOB - must be exact name & address when applying - be issued in last 12 months | <p>HM Revenue & Customs Tax Notification or Correspondence</p> <ul style="list-style-type: none"> - notice of tax coding - national Insurance Confirmation Letter - specific to the individual - must include NI number or DOB - must be exact name & address when applying - be issued in last 12 months |
| | <p>Tenancy Agreement from Local Council or Housing Association</p> <ul style="list-style-type: none"> - issued within 12 months - be a current local council tenancy agreement - be a housing association tenancy agreement - be a valid temporary tenancy agreement |
| FOR 18 YEARS OLD AND UNDER ONLY | |
| <p>Birth / Adoption Certificate</p> <ul style="list-style-type: none"> - have special circumstances (care homes / sheltered accommodation / permanent care / children's home) - must be exact name & address when applying - be full or abbreviated certified copy <p><i>Can be used up to 20yrs of age where there is no other form of ID</i></p> | <p>Letter of Introduction from Local Council or Registered Charity</p> <ul style="list-style-type: none"> - be address to the bank - must be exact name & address when applying - match the DOB on the application and be for a customer who is 18yrs or younger - be confirmed as genuine (independent call back to be made) |
| <p>National Insurance Card / Letter</p> <ul style="list-style-type: none"> - aged 16+ | |
| <p>Current PASS Card (e.g. Young Scot, Citizencard)</p> <ul style="list-style-type: none"> - must be exact name & address when applying - be valid / in date - Citizen Card (can accept either '16 – 17' or 'under 16' card) | |



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| - Young Scot from age 11 – 26 (also accepted for 18+) | |
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| MONEYWISE ACCOUNTS ONLY | |
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| Letter of Introduction from approved school. | |
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| <ul style="list-style-type: none">- must be addressed to Scotwest.- must be on headed paper and signed by Head Teacher or other authorised deputy- must confirm ID checks & verification are completed by the introducing school including name, address and DOB.- provides both proof of identity and address. | |
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