

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
UK Passport, Foreign Passport & eVisa. - be the original document - match the exact name & DOB used when applying - be valid/in date - UK Passport must be signed (unless exempt) - eVisa must state applicant has Indefinite Leave to Remain (ILR) to prove permanent status	Council Tax bill - dated within last 12 months (current/future tax year) - an e-statement/e-bill or PDF can only be used where Table A has been satisfied using - o UK passport/Foreign Passport & eVisa - o UK Photo Driving Licence - o EU/EEA National Identity Card - o Military ID Card
Current Full or Provisional UK Photo Driving Licence - 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 <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>	Utility Bill - dated within the last 3 months - gas/electric/landline - mobile phone bills are not acceptable - printed bills from the internet are not acceptable.
EU/EEA National Identity Card - be photographic and clearly state the country of issue - match the exact name & DOB used when applying - be valid/in date	Current Full or Provisional UK Photo Driving Licence - 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 <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>
UK Armed Forces/Military Identity Card - match the exact name & DOB used when applying - be valid/in date - the card must contain the staff serial number	Bank/Building Society/Credit Union/Credit Card Statement - be less than 6 months old - the original statement sent to the applicants address - an online PDF statement (not a print out)
National Entitlement Travel Pass or Current PASS Card (e.g. Young Scot, Citizencard) - match all details used when applying - be valid/in date - Citizen Card 18+	Mortgage Statement - original statement dated within the last 12 months

- Young Scot up to 26yrs.	
Benefits Entitlement Letter - 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 and confirms the applicant is in receipt of current/ongoing benefit - must include either DOB or NI number - must be exact name & address when applying - must be valid/in date	Benefits Entitlement Letter - 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 and confirm the applicant is in receipt of current/ongoing benefit - must include either DOB or NI number - must be exact name & address when applying - must be valid/in date
HM Revenue & Customs Tax Notification or Correspondence - 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	HM Revenue & Customs Tax Notification or Correspondence - 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
	Tenancy Agreement from Local Council or Housing Association - issued within 12 months - be a current local council tenancy agreement - be a housing association tenancy agreement - be a valid temporary tenancy agreement - must be signed
FOR 18 YEARS OLD AND UNDER ONLY	
Birth/Adoption Certificate - 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 <i>Can be used up to 20yrs of age where there is no other form of ID</i>	Letter of Introduction from Local Council or Registered Charity - 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)
National Insurance Card/Letter - aged 16+	
Current PASS Card (e.g. Young Scot, Citizencard) - must be exact name & address when applying - be valid/in date	



- Citizen Card (can accept either '16–17' or 'under 16' card) - Young Scot from age 11–26 (also accepted for 18+)	
MONEYWISE ACCOUNTS ONLY	
Letter of Introduction from approved school. - 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.	