

HR & OD POLICIES

human resources and organisational development

FACT SHEET

GUIDANCE FOR UNDERTAKING IDENTIFICATION CHECKS TO VERIFY DISCLOSURE SCOTLAND APPLICATIONS

The preferred candidate/potential volunteer is required to confirm their identity by presenting **TWO** pieces of evidence to:

- Recruiting Manager; or
- Officer delegated by the recruiting manager; or
- Member of HR Recruitment Team

NB - One of the above verifiers is required to witness, verify and take photocopies of **TWO** original documents (photocopies are not acceptable, we must see originals).

- One of the documents detailed in the table below **MUST** be photographic
- One document must confirm name and date of birth
- One document must confirm name and address

The verifier must check and witness the documents to ensure they relate to the preferred candidate. They should also be able to verify that the photographic evidence is a true and correct likeness of the applicant. Documents should be submitted to the Recruitment Team via the [askHR self-service portal](#). Only if unable to scan and email, please post and mark 'Confidential', to the HR Recruitment Team address below:

HR Recruitment – Aberdeen, Woodhill House, Westburn Road, Aberdeen, AB16 5GB (LP3 Aberdeen 3)

If the Disclosure Scotland application relates to a Volunteer role, please send the completed Document Verification (DV) form and copies of the 2 documents that verify identification to volunteer@aberdeenshire.gov.uk to initiate the online PVG application.

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If no [Photographic ID](#) is available, the candidate must provide a countersigned photo along with contact details of their countersignatory.

A Countersignatory:

- Can confirm the identity of the preferred candidate;
- Must do this by signing the back of the photo with: “I verify that this is a true likeness of (preferred candidate name)” followed by their signature;
- Must be a professional person (including those who are retired), e.g. bank or building-society officials, police officers, civil servants, ministers of religion and people with professional qualifications like teachers, accountants, engineers and solicitors who have known the preferred candidate personally for at least two years (for example, a friend, neighbour or colleague, not just someone who knows them professionally);
- Must live in the United Kingdom and hold a British or Irish passport which has not run out;
- Must not be related to preferred candidate (by birth or marriage), nor in a relationship with them; and
- Must not live at preferred candidate’s address.

As part of our remit we will check that the countersignatory is genuine. This will include phoning them to confirm their identity and their profession or professional qualification.

Please make sure the preferred candidate is aware that we will contact the countersignatory to carry out these checks.

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Acceptable Forms of Identification

Photographic Evidence

Photographic ID	Name & Address	Name & Date of Birth
Passport – any nationality <i>(must be in date for Disclosure Scotland application)</i>		✓
Photo Driving Licence acceptable (please note the paper counterpart of a driving licence is no longer valid). Please also note that the licence can be Full or Provisional. <i>(If a driving licence is provided for verifying name and date of birth, then a second different document is required to provide proof of address)</i>	✓	✓
Work Permit/Residence Card/Visa***		✓
National ID Card/ Valid Photo Identity Card- must be EU and current		✓
UK Firearms license		✓
HM Forces ID card (UK)		✓
National Entitlement Card		✓
Asylum Registration Card		✓

* Documentation must be less than 3 months old

** must be issued within the last 12 months

*** must be within valid period.

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Non Photographic Evidence

ID TYPE	Name & Address	Name & Date of Birth
Full UK Birth certificate <i>If a Birth Certificate is being provided this MUST be accompanied by a marriage certificate or other for proof of current name, if surname differs from that on Birth Certificate</i>		✓
Driving licence - paper copy is valid if issued before 1998 and if to verify the address it matches their current address. The paper copy can be Full or Provisional.	✓	✓
Adoption Certificate [Channel Islands, Isle of Man, Republic of Ireland]		✓
Marriage certificate/Civil Partnership Certificate		✓
Non-original UK birth certificate (copy certificate issued from registrar) (issued after 12 months of date of birth, full or short form acceptable)		✓
Certificate of British Nationality		✓
Examination certificate (e.g. GCSE, NVQ)		✓
Council Tax bill**	✓	
P60 statement**	✓	✓
Utility bill (electricity, gas, water, telephone – including mobile phone contract/bill)*	✓	
Valid TV licence**	✓	
Credit card statement*	✓	
Store card statement*	✓	
Mortgage statement**	✓	
Current insurance certificate	✓	
Letter from a Head Teacher*	✓	
Child benefit book**	✓	
Current vehicle registration document	✓	
Mail order catalogue statement*	✓	
Court summons*	✓	

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ID TYPE	Name & Address	Name & Date of Birth
Addressed payslip*	✓	✓
Personal correspondence or a document from a Government Department*	✓	✓
Bank or Building Society Document**	✓	
Financial statement e.g. pension, endowment, ISA **	✓	
Current Mobile phone bill*	✓	

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Please note that an individual's Disclosure Scotland certificate/PVG Certificate is not an acceptable document.