

**Acceptable forms of ID**

If invited to interview and/or offered employment with SCTS, a member of staff will ask to certify 3 forms of original ID/proof of address. This is required for 2 reasons:

- 1. Section 8 of the Asylum and Immigration Act 1996 imposes an onus on employers to ensure that all employees are not in breach of the Immigration Rules.**
- 2. We require 3 forms of ID to undertake a Disclosure Scotland security check as part of our pre-employment verifications.**

For the purposes of satisfying the first point we will require one of the following:

- A document issued by a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service which states your National Insurance Number (e.g. a P45, a National Insurance card or a P60);
- A passport/ other travel document/ national identity card which:
  - Describes you as a British citizen or as having the right of abode or an entitlement to readmission to the United Kingdom;
  - contains a certificate of entitlement issued on behalf of the UK government certifying you as having the right to abode in the UK;
  - has been issued by a state which is party to the European Economic Area Agreement and which describes you as a national of that state ( the EEA is formed by the members of the European Union plus Iceland, Liechtenstein and Norway);
  - which shows you have indefinite leave to enter or remain in the UK or has no time limit placed on your stay or remain;
  - has been endorsed to show you have current leave to remain in the UK and are not precluded from taking
  - has been endorsed to show that you have a current right of residence in the UK as the family member of an EEA national;
  - describes you as a British Dependent Territory Citizen which indicates the status derives from a connection with Gibraltar.
- UK residence permit issued to a national of an EEA state A certificate of registration or naturalisation as a British citizen;

- Work permit or other approval to take the employment in question;
- A birth certificate issued in the UK or Republic of Ireland;
- A letter:
  - issued by the Home Office confirming you have indefinite leave to enter or remain in the UK;
  - issued by the Home Office indicating you are a British citizen or has permission to take employment;

For the purposes of the other 2 forms of ID please provide two from Group 1 or 2 below (which must be different to the ID you provided for your right to work):

Group 1
<ul style="list-style-type: none"> <li>• Passport</li> <li>• EU National Identity Card</li> <li>• Identity Card for Foreign Nationals (ICFN) / Biometric residence permit</li> <li>• Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands; either photocard or paper (a photo card is only valid if the individual presents it with the associated counterpart licence;except Jersey)</li> <li>• Birth Certificate (UK &amp; Channel Islands) - issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces</li> <li>• HM Forces ID Card (UK)</li> <li>• Firearms Licence (UK)</li> <li>• Adoption Certificate (UK and Channel Islands)</li> </ul>

Group 2		
Issued whenever	Issued within last 3 months	Issued within last 12 months
<ul style="list-style-type: none"> <li>• Marriage/Civil Partnership Certificate</li> <li>• Birth Certificate</li> <li>• National Insurance Card / letter (UK &amp; Channel Islands)</li> <li>• NHS Card (UK &amp; Channel Islands)*</li> <li>• Connexions Card; including those cards carrying the PASS accreditation logo (UK &amp; Channel Islands)</li> <li>• General Medical Council (GMC) Certificate</li> <li>• Vehicle Registration Document (Document V5 old style and V5C new style only)</li> <li>• Exam Certificate e.g. GCSE, NVQ, O Levels, Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Mail Order Catalogue Statement**</li> <li>• Bank/Building Society Statement**</li> <li>• Documentation issued by Court Services**</li> <li>• Addressed Payslip**</li> <li>• Credit Card Statement**</li> <li>• Store Card Statement**</li> <li>• Benefit Statement - e.g. Child Allowance, Pension**</li> <li>• Letter from a Head Teacher**</li> <li>• A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK &amp; Channel Islands): e.g. from the Department for Work and Pensions, the Employment Service, Customs &amp; Revenue, Job Centre, Job Centre Plus, Social Security**</li> <li>• Utility Bill - electricity, gas, water, telephone – including mobile phone contract/bill**</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Statement ** - e.g. pension, endowment, ISA</li> <li>• Court Claim Form** (UK)</li> <li>• P45/P60 Statement ** (UK &amp; Channel Islands)</li> <li>• TV Licence**</li> <li>• Mortgage Statement **</li> <li>• Insurance Certificate **</li> <li>• Council Tax Statement (UK &amp; Channel Islands) **</li> <li>• Work Permit/Visa (UK) **</li> <li>• CRB Disclosure Certificate (UK)**</li> </ul>

\* This does not include a European Health Card or the Tax Exemption Card etc.

\*\* If you intend to use more than one document of this type please ensure that it is from a different organisation.