

Identification Checking for PVG (Scotland only)

As part of your role in supporting a member complete a PVG application form it is also your responsibility to ensure the person completing the application form is who they say they are by checking their identification and completing the coversheet. The minimum identification you must check is either one document with a photograph and one document with their current home address or 3 documents (not photographic), 2 of which must have their current home address.

The followings lists are provided for your guidance. As Membership Secretary you should seek evidence of identity from amongst the items suggested. If you're in doubt as to what to check please contact us at info@woodcraft.org.uk.

Range of possible photographic verification that may be used:

1. Passport (e.g. UK or other country);
2. Driving Licence with photograph;
3. Other forms of photo ID – Current UK Government Department pass/card, Employee ID Card, NHS Scotland ID card, Armed Forces ID card, National Union Student ID, University ID, Young Scot Card
4. Birth certificate - can also be used as a proof of identity but you would to need ensure you witnessed two more documents that proved the members identity and address.

Range of possible Address verification documentation that may be used:

Please note that the address information should detail the current address.

1. Bank or Building society statement (**within the last 3 months**)
2. A Utility bill (**within the last 3 months**)
3. Credit or store card statement (**within the last 3 months**)
4. Financial statement (e.g. mortgage, personal loan, ISA) (**within the last 3 months**)
5. Correspondence from statutory bodies (e.g. Benefits Agency, Employment services, central or local/government departments) (**within the last 3 months**)
6. Pension or other benefit books
7. Visa
8. Work permit
9. Driving Licence without photograph

Photographic Driving Licence – The new style photographic drivers licence which contains address information would satisfy as evidences of photographic evidence and present address verification.

Please note that the new photographic driving can only be used to prove either identity or address it can not be used to prove both.