

## Confirming your identity as part of Scotland's Redress Scheme

### Documents you need to provide

You will need to prove who you are. You must do this by providing a certified copy of identification documents.

One document from this List Below
UK PhotoCard Driving license (full or provisional)
UK signed Passport
EEA National Identity Card
Biometric Residence Permit (UK)

**OR**

Two documents – one from each list below	
List One	List Two
UK Birth Certificate (full version)	Utility bill (dated within last 3 months)
UK Marriage or Civil Partnership Certificate	Tenancy agreement (no time limit)
Full paper UK driving licence (non-photocard)	Mortgage statement (no time limit)
National Entitlement card	Official letter from a financial institution
Identity Photocard with PASS logo	HMRC letter regarding tax, child benefit, tax credits etc
Young Scot Card with PASS logo	DWP letter regarding benefits/pension
HM Forces ID card (UK)	Council Tax statement
	Official letter from NHS or medical professional
	P45 or P60
	Homeless registration letter from local authority

**You should only send certified copies of your documents. Please do not send originals. The copies will not be returned to you.**

Your ID document needs to be “certified”. This means that someone checks the document to make sure it is:

- genuine
- related to you

### **Certifying documents using the Post Office**

Some Post Office branches can certify documents for you. This service has a fee. You can find the current fees and your nearest branch on the Post Office document certification site: <https://www.postoffice.co.uk/identity/document-certification>.

The Post Office clerk will review and certify the documents. ***You will not need to give any details about the service you are applying for, or why you need the documents certified.***

You will be able to get your expenses for the cost of requesting or certifying documents. Please keep any receipts and complete a Scotland's Redress Scheme expenses form.

If you are unable to use the Post Office service please turn over.

## Getting identification certified

Your ID document needs to be “certified”. This means that someone checks the document to make sure it is:

- genuine
- related to you
- You will be able to get your expenses for the cost of requesting or certifying documents. Please keep any receipts and complete a Scotland’s Redress Scheme expenses form.

You can have your document certified by an appropriate person. Only certain people can certify your documents. This person must be on a public list or register and have one of the following jobs:

UK Applicants (all relevant persons must be visible on a public register)
Doctors, Dentists, Nurses or Midwives
Legal Professionals (solicitors/lawyers/judges)
Member of a UK Parliament or Assembly, or a Councillor
Chartered Accountant
Social Worker
Teaching Professional

You will need to bring them a copy of your document and the original.

**The person certifying your document will need to:**

1. review the copy and the original
2. write on the copy “Certified to be a true copy of the original seen by me”
3. sign and date the copy and print their name under the signature
4. write their occupation, address and telephone number on the copy

You will be able to get your expenses for the cost of requesting or certifying documents. Please keep any receipts and complete a Scotland’s Redress Scheme expenses form.