

REGISTERS OF SCOTLAND EXECUTIVE AGENCY

Identification (ID) Form

REGISTERS OF SCOTLAND
Executive Agency



Information about Scotland's land & property

Keeper of the Registers of Scotland
Meadowbank House
153 London Road
Edinburgh, EH8 7AU
Telephone: 0131 659 6111

Please complete this form in **Black Ink** and in **BLOCK CAPITAL LETTERS** or **typeface**

GUIDANCE NOTES FOR COMPLETION OF THE ID FORM

To guard against fraud, we need to confirm the identity of anyone making an application other than a solicitor or licensed conveyancer. If a joint application is being made each party must complete a separate form and produce evidence of their identity.

All 6 pages of the form must be returned however, you need only complete **ONE PART** of the ID Form:

Part A - if you are acting as a private individual who can attend in person at one of our customer service centres in Edinburgh or Glasgow;

Part B - if you are acting as a private individual, but cannot attend in person at one of our customer service centres in Edinburgh or Glasgow;

Part C - if you are acting on behalf of a Corporate Body and can attend in person at one of customer service centres in Edinburgh or Glasgow;

Part D - if you are acting on behalf of a Corporate Body, but cannot attend in person at one of customer service centres in Edinburgh or Glasgow.

Customer service centre contact information:

Edinburgh Customer Services:
Erskine House
68 Queen Street
Edinburgh
EH2 4NF

Tel: 0845 607 0161
Fax: 0131 200 3932

Glasgow Customer Services:
9 George Square
Glasgow
G2 1DY

Tel: 0845 607 0164
Fax: 0141 306 4424

Textphone: 0845 607 0168 (Local rate)
e-mail: customer.service@ros.gov.uk

If attending one of our customer service centres, you may not present your application until a member of Registers of Scotland staff completes the appropriate section of this form (the section headed 'Checklist of Approved Documents') confirming they have had sight of the identification as detailed on page 6.

OR

If you are unable to attend one of our customer service centres in person, you can arrange for an authorised Certifier from the list below to confirm your identity. The Certifier may charge a fee for this service.

Authorised Certifiers: Solicitor, Licensed Conveyancer; Banker; Authorised Financial Intermediary; MCCB Regulated Mortgage Broker; Accountant; Teacher; Doctor; Veterinarian; Minister of Religion, Post Master or Sub-Post Master.

Although we will consider your application sympathetically, if we are unable to confirm your identity your application will be rejected.

Forms are available from our customer service centres or downloaded from www.ros.gov.uk/pdfs/idform.pdf



PART A

Evidence of identity for a private individual attending a customer service centre - see Checklist of Approved Documents on page 6.

To be completed by Applicant

Subjects/Description of Property:

Title Number (if known):

Full Name:

Home Address:

Postcode:

I certify that the information that I have provided in this form is correct to the best of my knowledge and belief.

Applicant's Signature:

Date:



PART B

Evidence of identity for a private individual not attending a customer service centre - see Checklist of Approved Documents on page 6.

1. To be completed by Applicant

Subjects/Description of Property:

Title Number (if known):

Full Name of Applicant:

Home Address of Applicant:

Postcode:

I certify that the information that I have provided in this form is correct to the best of my knowledge and belief.

Applicant's Signature:

Date:

2. To be completed by Certifier

Full Name of Certifier:

Home/Work* Address of Certifier: *delete as appropriate

Postcode:

Home/Work* Telephone No of Certifier: (including area code) *delete as appropriate

Occupation of Certifier:

Relationship to Applicant:

Please tick one of the following statements:

I certify that I have known the Applicant for a period of at least 2 years and I confirm their identity for the purposes of this application; OR

I certify that the Applicant has produced to me the originals of the evidence of identity from the checklist of approved documents on page 6 of this form and I confirm their identity for the purposes of this application.

I certify that the information that I have provided in this form is correct to the best of my knowledge and belief. I consent to Registers of Scotland staff contacting me as may be required.

Certifier's Signature:

Official Business Stamp:

Date:



PART C

Evidence of identity for an Applicant, acting for a Corporate Body, attending a customer service centre - see Checklist of Approved Documents on page 6.

To be completed by Applicant

Subjects/Description of Property:

Title Number (if known):

Full Name of Corporate Body:

Address of Corporate Body:

Postcode:

Registered No. (if applicable):

Full Name of Applicant:

Home Address of Applicant:

Postcode:

Applicant's position with Corporate Body:

In addition to evidence of identity from the checklist of approved documents on Page 6 of this form, the Applicant must produce an original company search dated within the last 3 months, confirming that the Corporate Body has not been dissolved and that the Applicant is a Director or Secretary of the Corporate Body.

If the Applicant is not a Director or Secretary of the Corporate Body, they must produce authority to act on its behalf - for example, a resolution of the Board of Directors.

If the Corporate Body is not a UK company, the Applicant must produce evidence to confirm the Corporate Body still exists and his/her authority to act on its behalf.

I certify that the information that I have provided in this form is correct to the best of my knowledge and belief.

Applicant's Signature:

Date:



PART D

Evidence of identity for an Applicant, acting for a Corporate Body, not attending a customer service centre - see Checklist of Approved Documents on page 6.

1. To be completed by Applicant

Subjects/Description of Property:

Title Number (if known):

Full Name of Corporate Body:

Address of Corporate Body:

Postcode:

Full Name of Applicant:

Home Address of Applicant:

Postcode:

Registered No. (if applicable):

Applicant's position with Corporate Body:

I certify that the information that I have provided in this form is correct to the best of my knowledge and belief.

Applicant's Signature:

Date:

2. To be completed by Certifier

Full Name of Certifier:

Home/Work* Address of Certifier: *delete as appropriate

Postcode:

Home/Work* Telephone No of Certifier: (including area code) *delete as appropriate

Occupation of Certifier:

Relationship to Applicant:

Please tick one of the following statements

I certify that the Applicant has produced to me the original(s) of the evidence of identity from the checklist of approved documents on page 6 of this form and that he/she has been known to me for a period of at least 2 years and that I confirm his/her identity for the purposes of this application. I am satisfied that the Applicant is a Director or Company Secretary of the Corporate Body - or that the Applicant is entitled to represent the Corporate Body in connection with this application and that he/she has produced to me evidence of his/her authority to act on its behalf and evidence that the Corporate Body still exists; **OR**



PART D - Continued

I certify that the Applicant has produced to me the original(s) of the evidence of identity from the checklist of approved documents on this page of the form, and an original company search in respect of the Corporate Body dated within the last 3 months confirming the Corporate Body has not been dissolved. I also certify that the Applicant is a Director or Company Secretary of the Corporate Body and that the search confirmed this - or that the Applicant is entitled to represent the Corporate Body in connection with this application and that he/she has produced to me evidence of his/her authority to act on its behalf; **OR**

Where the Corporate Body is not a UK company, I certify that the Applicant has produced to me the original(s) of the evidence of identity from the checklist of approved documents on this page of the form and evidence that the Corporate Body still exists and of his/her authority to act on its behalf in connection with this application.

I certify that the information that I have provided in this form is correct to the best of my knowledge and belief. I consent to Registers of Scotland staff contacting me as may be required.

Certifier's Signature:

Official Business Stamp:

Date:

CHECKLIST OF APPROVED DOCUMENTS

Evidence of identity required to be exhibited to the Registers of Scotland or Certifier

You must produce at least 2 of the following **original** documents, one of which must be from list A:

(List A)

- Current valid full passport or EU identity card.
- Residence permit issued by the Home Office to EU nationals on sight of own country passport
- Armed Forces ID card
- Current full UK photo-card driving licence (not a provisional licence) and counter part (please note both parts are required)
- Current full UK (old version), EU, Isle of Man, Channel Islands driving licence (not a provisional licence)

(List B)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Council tax bill for the current year | <input checked="" type="checkbox"/> Utility bill less than three months old (NO mobile telephone bills) |
| <input checked="" type="checkbox"/> Bank, building society or credit union statement | <input checked="" type="checkbox"/> Firearm or shotgun certificate |
| <input checked="" type="checkbox"/> Inland Revenue tax notification for the accounting year just ended | <input checked="" type="checkbox"/> Mortgage statement for the mortgage accounting year just ended |
| <input checked="" type="checkbox"/> Council rent book showing the rent paid for the last three months | <input checked="" type="checkbox"/> Cheque guarantee card or credit card bearing the Mastercard or Visa logo, an American Express or Diners Club card, or a debit or multi-function card bearing the Switch or Delta logo which was issued in the United Kingdom and is supported by an original account statement less than three months old |
| <input checked="" type="checkbox"/> Pension book or original notification letter from the Department of Work & Pensions confirming right to benefit | |

FOR OFFICIAL USE ONLY

Official Stamp:

Full Name of ROS Certifier: (please print)

Office:

Signature of RoS Certifier:

Application Number: (If known)

Date Received:

Title Number: (If known)