

Registers of Scotland Identification (ID) Form



Registers of Scotland
Meadowbank House
153 London Road
Edinburgh, EH8 7AU
Telephone: 0800 169 9391

Please complete this form in **black ink** and BLOCK CAPITAL LETTERS or typeface

Please note there is no need to complete an ID form if you have a FAS account with Registers of Scotland.

Guidance notes for completion of the ID form

To guard against fraud, we need to confirm the identity of anyone making an application for registration who is not a solicitor or licensed conveyancer using a FAS business account to pay their registration fees (please see guidance on FAS accounts on the RoS website for further information on acceptance criteria). If a joint application is being made, each party must complete a separate form and produce evidence of their identity. If the application form is submitted by a person or body other than the applicant then that person or representative of that body will also need to complete a separate ID form.

All six 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;

PART B - if you are acting on behalf of a Corporate Body, in which case you must arrange for an authorised Certifier from the list below to confirm your identity. The Certifier may charge a fee for this service.

Authorised Certifiers must be a person active (not retired) in a recognised profession as detailed in **ANNEX A**.

In addition, the authorised certifier must:

- have known you for at least 2 years;
- be able to identify you, for example they are a friend, neighbour or colleague (not just someone who knows you professionally).

Who cannot be your authorised certifier:

- related to them by birth or marriage;
- in a relationship with or live at the same address as them

If we are unable to confirm your identity or your application is otherwise incomplete, your application will be rejected.

Supporting documents

You must produce at least two of the original documents below, one of which must be from List A.

List A

- Current valid full passport; or
- Current UK, EU, Channel Islands or Isle of Man photocard driving licence (not provisional)
- Armed Forces ID

List B

- Cheque guarantee card (Mastercard, Visa, American Express or Diners Club) or debit card (Maestro or Delta) issued in the United Kingdom supported by an original postal statement less than 3 months old;
- Bank, building society or credit union statement less than 3 months old;
- Postal utility bill less than 3 months old;
- Council tax statement for the current year;
- Council rent book showing the rent paid for the last 3 months;
- Postal mortgage statement for the year just ended;
- Current firearm or shotgun certificate.

Annex A

- accountant
- airline pilot
- articulated clerk of a limited company
- assurance / insurance agent (full-time) of recognised / regulated company
- bank or building society official
- barrister
- chairman or director of a limited company
- chiropodist
- commissioner for oaths or notary public
- councillor, for example local or county
- civil servant (permanent)
- dentist
- director, manager or personnel officer of a VAT-registered company
- engineer with professional qualifications
- financial services intermediary, for example a stockbroker or insurance broker
- fire service official
- funeral director
- journalist
- Justice of the Peace
- legal secretary (fellow or associate member of the Institute of Legal Secretaries and PAs)
- licensee of a public house
- local government officer
- manager or personnel officer of a limited company
- member, associate or fellow of a professional body
- Member of Parliament
- Merchant Navy officer
- minister of a recognised religion (including Christian Science)
- nurse (RGN or RMN)
- officer of the armed services
- optician
- paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals)
- person with honours, for example an OBE or MBE
- pharmacist
- photographer (professional)
- police officer
- Post Office official
- president or secretary of a recognised organisation
- Salvation Army officer
- social worker
- solicitor
- surveyor
- teacher or lecturer
- trade union officer
- travel agent (qualified)
- valuer or auctioneer (fellow or associate members of the incorporated society)
- Warrant Officers and Chief Petty Officers
- Licensed Conveyancer
- MCCB (Mortgage Code Compliance Board) regulated mortgage broker
- Veterinarian
- Sheriff Officer
- Registered Property Factor
- Doctor

PART A

Please tick one of the statements below and note completion of page 6 for statement B only. Page 6 need not be completed for statement A.

1. 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:

2. To be completed by Certifier

Full Name of Certifier:

Home/Work* Address of Certifier: *cross out as appropriate

Postcode:

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

Occupation of Certifier:

Relationship to Applicant:

Please tick one of the following statements:

A 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

B I certify that the Applicant has produced to me the originals of the evidence of identity from the checklist of approved documents on page 4 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 B

Evidence of identity for an Applicant, acting for a Corporate Body - see checklist of approved documents on page 4.

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: *cross out as appropriate

Postcode:

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

Occupation of Certifier:

Relationship to Applicant:

Please tick one of the following statements (continued on next page):

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 B - 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 Certifier

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

- | | | | |
|--------|-------------------------------------|---|---|
| List A | <input checked="" type="checkbox"/> | Current valid full passport or EU identity card. | |
| | <input checked="" type="checkbox"/> | Residence permit issued by the Home Office to EU nationals on sight of own country passport | |
| | <input checked="" type="checkbox"/> | Armed Forces ID card | |
| | <input checked="" type="checkbox"/> | Current full UK photo-card driving licence (not a provisional licence) | |
| | <input checked="" type="checkbox"/> | 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 | |