

Please enter your details:- **Information/Evidence Gathering Form**

Title (please enter cross in box) Mr  Mrs  Miss  Ms  Other \_\_\_\_\_

Surname \_\_\_\_\_

Forename/s (Include Middle Name/s) \_\_\_\_\_

Current Address \_\_\_\_\_

Town \_\_\_\_\_

County \_\_\_\_\_

Postcode

When did you move in to this address (please enter as mmyyyy i.e. 072004)

Note:- Disclosure Scotland require a **full five (5) year address history**, if you have lived here for less than five (5) years please add all previous addresses, including postcodes and dates on the separate address history form/s.

Date of Birth (please enter as ddmmyyyy i.e. 12071960)

Male  Female  Do you have any unspent criminal convictions? Yes  No

National Insurance Number

What is/was your Mother's Maiden Name \_\_\_\_\_

Position applied for \_\_\_\_\_

Your Surname at birth \_\_\_\_\_

This surname was used until (please enter as yyyy i.e. 1978)

Any other surname used \_\_\_\_\_

Used from (please enter as yyyy)     Used to (please enter as yyyy)

Any other forename(s) used \_\_\_\_\_

Used from (please enter as yyyy)     Used to (please enter as yyyy)

Note:- If you have used any other name(s) that you cannot fit in above, please use a continuation sheet.  
**Place of Birth.** Please enter town/city and county/district names in full as recorded on your Birth Certificate

Town/City \_\_\_\_\_

County/District \_\_\_\_\_

Born in UK Yes  No  If no please state country \_\_\_\_\_

Nationality \_\_\_\_\_

Home or Work telephone number

## We will need to confirm your identity, so please bring with you some of the following documents

If you can provide at least **1 document** from **group 1** you will need a further **2 documents** from either **group 1** or **group 2** (i.e. 3 documents in total)

If you cannot provide any documents from **group 1**, you will need **5 documents** in total from **group 2**

### Group 1 documents (please tick which documents you will produce)

- Valid in-date Passport (any nationality)
- Original Birth Certificate (issued within 12 months of date of birth)
- UK issued Driving Licence (a photocard is only valid if presented with the counterpart licence)
- EU Photo Identity Card (EU countries only)
- HM Forces ID Card
- UK Firearms Licence
- Adoption Certificate

### Group 2 documents (please tick which documents you will provide)

- Marriage Certificate/Civil Partnership Certificate
- Financial Statement \*\* (pension, endowment ISA etc.)
- Birth Certificate (issued more than 12 months from date of birth)
- Vehicle Registration Document (Document V5C only)
- UK P45/P60 Statement \*\*
- Mail Order Catalogue Statement \* #
- Bank/Building Society Statement \* #
- UK Court Claim Form \*\* (documentation issued by Court Services)
- Utility Bill \* # (electricity, gas, water, telephone – inc. mobile phone contract/bill)
- Exam Certificate e.g. GCSE, NVQ, O'Level
- TV Licence \*\*
- Addressed Payslip \*
- Credit Card Statement \* #
- UK National Insurance Card
- Store Card Statement \* #
- UK NHS Card
- Mortgage Statement \*\* #
- Benefit Book Statement (Child Allowance or Pension)
- Insurance Certificate \*\*
- UK Certificate of British Nationality
- UK Council Tax Statement \*\*
- UK Work Permit/Visa \*\*
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK)\* (Department for Work and Pensions, the Employment Service, Customs and Revenue, Job Centre, Job Centre Plus and Social Security)
- UK Connexions Card

### Key:-

\* Documentation should be **less than three (3) months old**

\*\* Issued within the **last twelve (12) months**

# If you intend to use more than one document of this type, **ensure that it is from a different Organisation**. N.B: Internet generated documents **are not acceptable**.