



Young Scot National Entitlement Card Approved Identification and Photo Referees

When a young person is applying for a Young Scot National Entitlement Card, they must provide two separate forms of identification to prove their date of birth and address.

Approved Date of Birth Identification

- PASS hologrammed card, issued by an accredited PASS issuer (current or expired)
- Birth certificate
- Passport (current or expired, UK and foreign)
- Driving licence (current or expired, UK and other EU countries)
- Marriage / divorce / adoption certificate
- UK Border agency document (current): Asylum Registration card (ARC), Immigration Status Document (ISD), UK Residence Card or Travel Document
- European Economic Area (EEA) Identity Card (current, non-UK)
- MOD Card
- NHS medical card
- Existing database that has been approved by Young Scot in advance e.g. state school, Local Authority employment, General Register of Scotland (GROS)

Approved Address Identification

- Driving licence, including a provisional. (Current, UK only)
- Paper counterfoil to photo driving licence
- Utility bill (gas / electric / telephone / mobile phone / cable TV, etc) in the name of the applicant **
- Bank / building society / Mortgage statement **
- Benefit book/card or Original Notification **
- Local authority rent card / tenancy agreement **
- Council tax bill **
- Marriage / divorce / adoption certificate. *
- Official letter or document from a government agency or local government department, e.g. Department of Work and Pensions, Benefits Agency, Social Work, Housing Dept, NHS letter, school, college or university etc. This would include Tax Credit and Child Benefit letters. **
- An official letter on headed paper from NHS/doctor/dentist/optician **
- An official letter on headed paper from an established, recognisable business or charity **
- Court order **
- Confirmation from an Electoral search.
- An existing, approved database (see Date of Birth, above).

* *These documents must be relatively recent e.g. in the last 3-4 years.*

** *These documents must be recent e.g. within the last 3 months if issued monthly.*

For young people under 16 years of age, address evidence in the name of their parent or guardian can be accepted (but, of course, the use of adult information must be recorded).

If the applicant can't provide a form of photo ID from the above, they must have a Photo Referee complete Part 5 and detail the back of the photograph as per Page 2, Section 4 of the application form. Acceptable photo referees are listed overleaf.



Young Scot National Entitlement Card

Approved Identification and Photo Referees

PASS-approved referees

Referees must be a professional person or a person of good standing in the community. The list that follows is an extract from the PASS standards and gives examples of the types of person that would be suitable:

- Accountant
- Airline Pilots
- Articled clerk of a limited company
- Assurance agent of recognised company
- Bank/building society official
- Barrister
- British Computer Society (BCS) - Professional grades which are Associate (AMBCS), Member (MBCS), Fellow (FBCS) (PN 25/2003)
- Broker
- Chairman/director of limited company
- Chemist
- Chiropodist
- Christian Science practitioner
- Commissioner of oaths
- Councillor: local or county
- Civil servant (permanent)
- Dentist
- Designated Premises Supervisors
- Director/Manager of a VAT registered Charity
- Director/Manager/Personnel Officer of a VAT registered Company
- Doctor
- Engineer (with professional qualifications)
- Financial services intermediary (e.g. stockbroker or insurance broker)
- Fire service official
- Funeral director
- Insurance agent (full time) of a recognised co.
- Journalist
- Justice of the Peace
- Legal secretary (members and fellows of the Institute of legal secretaries)
- Local government officer
- Manager/Personnel officer (of limited company)
- Member of Parliament
- Merchant Navy officer
- Minister of a recognised religion
- Nurse (RGN and RMN)
- Officer of the armed services (active or retired)
- Optician
- Person with honours (e.g. OBE MBE etc.)
- Personal Licensee Holders
- Photographer (professional)
- Police officer
- Post Office official
- President/Secretary of a recognised organisation
- Prison/probation officer
- Salvation Army officer
- Social worker
- Solicitor
- Surveyor
- Teacher, lecturer
- Trade union officer
- Travel agency (qualified)
- Valuers and auctioneers (fellow and associate members of the incorporated society)
- Warrant officers and Chief Petty Officers

Clarification notes

- Referees must be in current employment; retirees cannot act as a referee (unless stated above).
- For many young people, a youth worker is the only available referee; however, youth workers may not fit into the above categories. Fortunately, in most cases, their manager would match one of the above (e.g. as a manager of a charity).