

## **WARNING TO PARTIES**

Please make sure that answers you give are correct and complete to the best of your knowledge and belief. If you have made any false or misleading statements on this form and you still submit the application, you could be prosecuted. This could result in a fine or you could go to prison. Our work includes checking that your details are genuine. We will contact you to discuss this application. Failure to respond to attempts to contact you will lead to rejection of the application.

## **WARNING TO VERIFIERS**

You must only verify this form once it has been completed in full by the party to the deed. Please make sure that answers you give are correct and complete to the best of your knowledge and belief. If you have made any false or misleading statements on this form, or if you know that the person applying has made any false or misleading statements on this form and you still complete the verification, you could be prosecuted. This could result in a fine or you could go to prison. Our work includes checking that your details are genuine. We will contact you to discuss this application. Failure to respond to attempts to contact you will lead to rejection of the application.

## **What we do with your information**

Registers of Scotland complies with the requirements of data protection legislation. It may retain and share information with other government departments, law enforcement and regulatory bodies including specified anti-fraud organisations under section 68 of the Serious Crime Act 2007. This helps us prevent and detect crime.

## **Guidance on how to complete the ID forms**

If you are completing this form by hand, please complete this form in **black ink** and BLOCK CAPITAL LETTERS. All forms must be signed in black ink.

**To guard against fraud, we need to confirm the identity of anyone who is a party to an application for registration where the applicant is not a solicitor or does not have a FAS account.**

**Each party to a deed and (if not a party to that deed) the applicant must complete a separate ID form which must be verified by an Authorised Certifier. The list of professions which can act as Authorised Certifiers is provided below.**

**All pages of the form must be returned, however, you need only complete:**

**PART A** - if you are a private individual; or

**PART B** - if you are acting on behalf of a Corporate Body. If you are acting on behalf of a Corporate Body you must be a director, company secretary or be able to evidence that you are an authorised signatory for that Corporate Body.

You must submit your application for registration no later than 6 months after the ID form has been signed and completed.

## **Authorised Certifiers**

All ID forms must be verified by an Authorised Certifier as an essential part of our fraud prevention process.

### **Who can be an Authorised Certifier?**

Authorised Certifiers must be a person active (not retired) in one of the professions on the list below.

The Authorised Certifier must be able to identify you by inspecting your ID. The Authorised Certifier can carry this out as a free service (for example because you are a friend) or as part of a professional service for example a paid-for service by a GP.

### **Who cannot be your Authorised Certifier?**

Even if they belong to a list of Authorised Certifiers, the following people cannot verify your identity:

- a person or company who has an interest in the application (for example they are also a party to the deed);
- someone related to you by birth or marriage;
- in a relationship with you or live at the same address as you

### **Will RoS carry out further checks?**

Yes. RoS will carry out further checks to applications which may include requesting evidence of the Authorised Certifier's professional status. If we are unable to complete our checks or your application is otherwise incomplete, your application will not be registered.

### **Supporting documents**

You must produce to your Authorised Certifier at least two of the original documents below, one of which must be from List A. Do not provide copies or originals of those documents to Registers of Scotland unless we ask you to provide these.

#### **List A**

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

#### **List B**

- Current debit or credit card issued in the United Kingdom in the name of the person being identified and signed by them. The person should replicate their signature in front of the verifier so that the signatures should be compared;
- 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.

### **List of Authorised Certifiers**

- Advocate
- An officer in the UK armed forces
- Bank official or regulated financial adviser
- Chartered or certified accountant
- College and university teaching staff
- Dentist
- Medical doctor
- Member of Parliament, Member of the Scottish Parliament or Member of the Senedd
- Member of the judiciary
- Police officer
- Sheriff officer
- Solicitor
- Teacher
- UK civil servant of senior executive officer (SEO) grade or above
- Veterinary surgeon

**PART A**

1. To be completed by the party to the deed or party submitting the application if an individual

**Subjects/Description of Property:**

**Title Number (if known):**

**Full Name:**

**Home Address:**

**Postcode:**

**Email address:**

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 required.

I have read and understood the requirements of this ID form, including the warning provision.

**Party's Signature:**

**Date:**

2. To be completed by Certifier

**Full Name of Certifier:**

**Work Address of Certifier:**

**Postcode:**

**PART A - Continued**

**Work Telephone No of Certifier:** (including area code)

**Work email address of Certifier:**

**Occupation of Certifier:**

I certify that the party to the deed or the party submitting the application has produced to me originals of the evidence of identity from the checklist of approved documents provided in this form.

I certify that I confirm that party's identity.

I certify that 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.

I have read and understood this ID form including the warning provision.

**Certifier's Signature:**

**Date:**



**PART B**

1. To be completed by the party to the deed or party submitting the application if a corporate body

**Subjects/Description of Property:**

**Title Number (if known):**

**Full Name of Corporate Body:**

**Address of Corporate Body:**

**Postcode:**

**Full Name of person acting on behalf of Corporate Body:**

**Home Address of person acting on behalf of Corporate Body:**

**Postcode:**

**Registered No. (if applicable):**

**Position held by the above person within  
Corporate Body:**

**Email address:**

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 required.

I have read and understood the requirements of this ID form, including the warning provision.

**Party's Signature:**

**Date:**

**PART B - Continued**

2. To be completed by Certifier

**Full Name of Certifier:**

**Work Address of Certifier:**

**Postcode:**

**Work Telephone No of Certifier:** (including area code)

**Occupation of Certifier:**

**Work email address of certifier:**

I certify that the party to the deed or the party submitting the application has produced to me originals of the evidence of identity from the checklist of approved documents provided in this form.

I certify that I confirm that party's identity.

I certify that 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:**

**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
- Current valid passport
  - EU identity card
  - UK Armed Forces ID card
  - Current UK EU, Channel Islands or Isle of Man photocard driving licence (not a provisional licence)

- List B
- Council tax bill for the current year
  - Bank, building society or credit union statement
  - Council rent book showing the rent paid for the last three months
  - Utility bill less than three months old (NO mobile telephone bills)
  - Firearm or shotgun certificate
  - Mortgage statement for the mortgage accounting year just ended
  - Current debit or credit card issued in the United Kingdom and signature replicated in the presence of the verifier