

# YOUNG SCOT NATIONAL ENTITLEMENT CARD - APPLICATION PROCESS

When applying for a Young Scot National Entitlement Card, you must provide two separate forms of identification as proof of age and address. Identification that can cover both proof of age and address (i.e. drivers licence), can only be used for one. High School pupils in the Falkirk area can apply through their school, this removes the need to provide identification.

## Proof of Age Identification

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| <ul style="list-style-type: none"><li>- Current Passport</li><li>- Current Photo Driving Licence</li></ul> | <ul style="list-style-type: none"><li>- Birth Certificate</li><li>- PASS hologrammed card</li></ul> |
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## Proof of Address Identification

*\* Current or within last three months*

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| <ul style="list-style-type: none"><li>- Home Utility Bill (e.g. gas, electricity, phone)</li><li>- Council Tax Bill (current financial year)</li><li>- Council / Housing Association Rent Book / Statement / Letter</li><li>- Bank or Mortgage Statement</li><li>- Credit Card Statement</li><li>- Television Licence</li></ul> | <ul style="list-style-type: none"><li>- HMRC Letter</li><li>- DWP Letter / Disability Entitlement Letter</li><li>- Occupational Pension Letter</li><li>- Letter from Care or Residential Home</li><li>- Letter from Local Authority confirming that you are resident within the council area</li><li>- Letter from a recognised org. (e.g. NHS etc.)</li></ul> |
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For young people under 16 years of age, address evidence in the name of their parent / guardian can be accepted as long as they are at the same address and have the same surname.

## Photograph Requirements

Passport photo guidelines: [www.gov.uk/photos-for-passports](http://www.gov.uk/photos-for-passports)

### In your photo you must

- be facing forwards & looking straight at the camera
- have a plain expression and your mouth closed
- have your eyes open and visible
- not have hair in front of your eyes
- not have a head covering (unless it's for religious or medical reasons)
- not have anything covering your face
- not have any shadows on your face or behind you

### Your photo must

- be clear and in focus
- be in colour
- be unaltered by computer software
- contain no other objects or people
- be taken against a plain light-coloured background
- be in clear contrast to the background
- not have 'red eye'

\* If you cannot provide a form of photo identification from the above, you must find a Photo Referee and have them complete the Photo Referee's Declaration and detail the back of the photograph as per the guidance on the application form. Acceptable photo referees are listed overleaf.

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## PASS Approved Photo Referees

Referees must work in a recognised profession or be “a person of good standing in their community”:

- Accountant
- Airline Pilot
- Articled Clerk of a limited company
- Assurance agent of recognised company
- Bank/building society official
- Barrister
- Chairman/director of limited company
- Chiropodist
- Local Councillor
- Civil servant (permanent)
- Dentist
- Director/Manager/Personnel Officer of a VAT registered Company
- 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 company.
- Journalist
- Justice of the Peace
- Legal secretary (associate member or fellow of the Institute of legal secretaries and PAs)
- Licensee of public house
- Local government officer
- Manager/Personnel officer (of limited company)
- Member, associate or fellow of a professional body
- Member of Parliament / Member of Scottish Parliament
- Merchant Navy officer
- Minister of a recognised religion
- Nurse (RGN and RMN)
- Officer of the armed services
- Optician
- Paralegal – certified paralegal, qualified paralegal or associate member of the institute of Paralegals
- Person with honours (e.g. OBE MBE etc.)
- Pharmacist
- Police officer
- Post Office official
- President / Secretary of a recognized organisation
- Salvation Army officer
- Social worker
- Solicitor
- Surveyor
- Teacher, lecturer
- Trade union officer
- Travel agent (qualified)
- Warrant officers and Chief Petty Officers

### Clarification notes

- *Referees must be in current employment; retirees cannot act as a referee.*
- *Referees must have no family or personal relationship with, or live with, the applicant (including that of guardian or foster carer).*
- *Referees must agree to be contacted at their place of work.*
- *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).*