

Guidance notes for photographs to be submitted

Your Smartcard form should be signed and returned to Society along with your photograph, which will be printed on your Smartcard. Please ensure that you write your full name and Society ID on the reverse of the photograph to ensure that we can match your photograph to your record.

Please note that photographs will not be returned.

Photographs must be:

- Printed to high quality
- Taken within the last month, a true likeness of you and of your full head
- In colour against a white/cream/light grey background
- 45mm high and 35mm wide – you can't use photos that have been cut down from larger pictures
- Clear, in sharp focus, free from red eye and have no shadow
- Free of any reflection or glare from glasses
- Close up of your full head and shoulders
- Of you on your own with no other objects or people
- In good condition, not damaged, creased or torn or marked
- You must:
 - Face forward and look straight into the camera with your eyes open
 - Look natural
 - Have nothing covering your eyes, for example, hair, hair accessories, hoods, hats etc.
 - Not wear sun or tinted glasses
 - Not wear a hat or cover your head unless for medical or religious reasons
 - Not alter the photo in any way

Photographs produced to passport requirements will be acceptable

Checklist

- You must:
 - Sign your Smartcard submission form
 - Write your full name and Society ID on the reverse of your photograph
 - Send these to us using the Freepost or Legal Post addresses provided
 - Check that your proof of identity document(s) meets the requirements.
- Note: Do not send us your identity documents.**

Failure to return within the advised timescale will result in a delay in receiving your Smartcard.

Guidance notes for proof of identity documents

To receive your Smartcard you will need to bring standard documentary evidence of your identity to a verification meeting. The documentation that you provide must contain your full name as indicated on the front of your form.

Photo ID issued by government bodies is always to be preferred. Government issued documents with a photograph are preferred and **one** of the following items will suffice:

- Valid signed passport (a foreign passport is acceptable, provided that the personal details are shown in the Latin alphabet)
- Valid photocard driving licence, either full or provisional (a foreign licence is acceptable, provided that the personal details are shown in the Latin alphabet)
- National identity card (for non-UK nationals, provided that the personal details are shown in the Latin alphabet)
- Firearms certificate or shotgun licence (with photo)
- ID card issued by the electoral office for Northern Ireland

If you do not have one of the above, **two** other forms of non-photo ID may be accepted, so long as they were issued by government, a court/tribunal, a public sector body, a local authority, a bank or other financial institution or a professional body and incorporate your full name and date of birth or address. These must be in English.

Common examples of non-photo ID include:

- Valid old-style full driving licence (but not a provisional driving licence)
- Original or extract instrument of court appointment (e.g. as Executor, Judicial Factor) or court order giving the person's name and business address
- Marriage certificate
- Civil partnership certificate
- Birth certificate
- Adoption certificate
- Divorce, separation or annulment papers
- HM Revenue & Customs tax notification or letter (relative to current year)
- Local authority council tax bill (valid for current year)
- Current bank or credit/debit card statement, issued by a regulated financial sector business (but not a statement printed off the internet)

Photocopies/scanned copies of original documents and English translations of foreign documents are not acceptable.

Additional information about The Law Society of Scotland Smartcard can be found by visiting www.lawscot.org.uk/smartcard If you have any queries regarding meeting these requirements, please email smartcard@lawscot.org.uk