



Photographs submitted with the online form are printed on either your Smartcard with QES or your Lawscot ID card and therefore need to conform to certain criteria. We will check your submission, and we will refuse images that are not suitable.

Photographs must be:

- Taken, or scanned from originals, with a reasonable resolution
- Taken within the last month, a true likeness of you and of your full head
- In colour against a white/cream/light grey background
- Original images - you cannot 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
- If scanned, the original must be 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 by adding highlights, applying filters, changing the contrast, etc.

Photographs produced to passport requirements will of course be acceptable. While we do accept selfies, these must adhere to above criteria as well.



To receive your Smartcard with QES, 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 by our records.

Photographic ID is preferred, and *one* form of photo-ID is sufficient:

- 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
- Previously issued Smartcard or Lawscot ID card

If you do not have one of the above, *two* other forms of non-photo ID may be accepted.

These must have been 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.