

## IDENTIFICATION DOCUMENTS

### 1 Documents needed to establish an applicant's identity

- 1.1 It is important for the Council establish the identity of applicants. This ensures that all the information it considers to determine an application are correct and prevents the public being put at risk of someone holding a licence that should not. The documentation is also used to establish an applicant's right to work in the UK.
- 1.2 Applicants must provide original documents to prove their identity to the Council. A certified copy by an authorised notary or registrar may be acceptable for some documents but photocopies are not.
- 1.3 The Council will use the route 1 process used by the DBS to identify individuals.
- 1.4 As all applicants to drive must hold a DVLA driving licence the use of route 1 shall be sufficient in all but the rarest of circumstances.

### 2 **Process to establish identity**

- 2.1 The applicant must provide 3 original documents to the Council. At least one of these should be a "primary document", at least one should show the applicant's current address and at least 1 should provide photographic identification.

#### Group 1: Primary Identification documents

| Document   | Notes   |
|--|---|
| <b>Passport</b>  | Any current and valid passport  |
| <b>Biometric residence permit</b>                                | UK  |
| <b>Current driving licence photocard - (full or provisional)</b> | UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA |
| <b>Birth certificate - issued within 12 months of birth</b>      | UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces                       |
| <b>Adoption certificate</b>                                      | UK and Channel Islands  |

- 2.2 The applicant must then provide 2 other documents, which may be from either group 1 above, or group 2a or 2b below.

- **Group 2a: Trusted government documents**

| Document   | Notes  |
|--|--|
| <b>Current driving licence photocard - (full or provisional)</b>                             | All countries outside the UK (excluding Isle of Man and Channel Islands)   |
| <b>Current driving licence (full or provisional) - paper version (if issued before 1998)</b> | UK, Isle of Man, and Channel Islands   |
| <b>Birth certificate - issued after time of birth</b>  | UK, Isle of Man, and Channel Islands   |
| <b>Marriage/civil partnership certificate</b>  | UK and Channel Islands   |
| <b>Immigration document, visa, or work permit</b>  | Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based |
| <b>HM Forces ID card</b>   | UK   |
| <b>Firearms licence</b>  | UK, Isle of Man, and Channel Islands   |

- **Group 2b: Financial and social history documents**

| Document   | Notes                                 | Issue date and validity  |
|--|---------------------------------------|--------------------------|
| <b>Mortgage statement</b>  | UK                                    | Issued in last 12 months |
| <b>Bank or building society statement</b>  | UK and Channel Islands                | Issued in last 3 months  |
| <b>Bank or building society account opening confirmation letter</b>  | UK                                    | Issued in last 3 months  |
| <b>Credit card statement</b>   | UK                                    | Issued in last 3 months  |
| <b>Financial statement, for example pension or endowment</b>   | UK                                    | Issued in last 12 months |
| <b>P45 or P60 statement</b>  | UK and Channel Islands                | Issued in last 12 months |
| <b>Council Tax statement</b>   | UK and Channel Islands                | Issued in last 12 months |
| <b>Utility bill</b>  | UK - not mobile telephone bill        | Issued in last 3 months  |
| <b>Benefit statement, for example Child Benefit, pension</b>   | UK                                    | Issued in last 3 months  |
| <b>Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC</b> | UK and Channel Islands                | Issued in last 3 months  |
| <b>EEA National ID card</b>  |                                       | Must still be valid      |
| <b>Irish Passport Card</b>   | Cannot be used with an Irish passport | Must still be valid      |
| <b>Cards carrying the PASS accreditation logo</b>  | UK, Isle of Man, and Channel Islands  | Must still be valid      |

**2.3** All applicants for a drivers licence are expected to have a DVLA driving licence. This is not only a primary document but also includes the applicants address and photo. The Council recommends that applicants provide their Driving licence and any 2 other documents listed above. The Council recommends that these 2 documents are the individuals' passport or biometric residents permit and a recent utility bill or bank statements.

**2.4** Any applicant that is unable to use the process above shall need to verify their identity by an external identity verification service nominated by the Council.