

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
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	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
Birth certificate - issued within 12 months of birth	UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	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
Current driving licence photocard - (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, and Channel Islands
Birth certificate - issued after time of birth	UK, Isle of Man, and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa, or work permit	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
HM Forces ID card	UK
Firearms licence	UK, Isle of Man, and Channel Islands

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

Document	Notes	Issue date and validity
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, pension	UK	Issued in last 3 months
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	UK and Channel Islands	Issued in last 3 months
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	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.