

**Acceptable Proof of Identification as Specified by the SIA (Security Industry Authority)
From 1 October 2007 the identification documents requirements are**

- **TWO (2)** identity documents from **GROUP A**. Of these, at least **ONE (1)** document must show your current address and at least **ONE (1)** document must show your date of birth.

OR

- **ONE (1)** identity document from **GROUP A** and **TWO (2)** documents from **GROUP B**. Of these at least **ONE (1)** document must show your current address and at least **ONE (1)** document must show your date of birth.

Acceptable forms of identity documents:-

| CODE | GROUP A DOCUMENTS |
|-------------|--|
| 01 | Signed valid passport of any nationality |
| 02 | Signed UK photo driving licence (both parts of the full or provisional licence are required) |
| 03 | Valid UK firearms licence with photo |
| 04 | HM Forces ID card (UK) |
| 05 | UK birth certificate or certified copy issued within 12 months of birth, but not a photocopy |
| 06 | UK adoption certificate |
| CODE | GROUP B DOCUMENTS |
| 08 | Valid EU photo ID card |
| 09 | Signed UK paper driving licence |
| 10 | Marriage certificate or Civil Partnership certificate, with translation if not in English |
| 11 | Certified copy (not a photocopy) of a UK birth certificate issued more than 12 months after date of birth |
| 12 | Non-UK birth certificate, with translation if not in English |
| 13 | P45 statement of income for tax purposes on leaving a job issued in the last 12 months |
| 14 | P60 annual statement of income for tax purposes issued in the last 12 months |
| 15 | Bank or building society statement issued to your current address, less than three months old, up to 2 statements from different providers are acceptable |
| 16 | Mortgage statement issued in the last 12 months |
| 17 | Gas, electric, telephone, water, satellite, cable, mobile phone contract or utility bill issued to your current address within the last three months. You can only send us one utility bill. |
| 18 | TV licence in your name and current address issued in last 12 months |
| 19 | Pension, endowment or ISA statement issued in last 12 months |
| 20 | Certificate of British nationality |
| 21 | British work permit or visa issued in last 12 months |
| 22 | Letter from H.M. Revenue & Customs, Department of Work and Pensions, employment service, or local authority. You can use more than one letter as long as each is issued by different Government department or different local authorities. A local authority is someone you pay council tax to |
| 23 | A credit card statement sent to your current address within the last three months. You can use more than one statement as long as each is issued by a different service provider |
| 24 | Court summons issued in last 12 months |
| 25 | Child benefit book issued in last 12 months |
| 26 | A pay slip, with your address and the employer's name or logo, that is less than three months old |
| 27 | Second letter, bank or credit card statement providing it meets the requirements specified in 15, 22 or 23 |

- **All documents from group A and group B must be ORIGINALS and in your current name unless accompanied by a deed poll document that confirms a change of name, or a valid adoption certificate.**
- **Please ensure that one document shows the candidate's current address and one the candidate's date of birth; it is good practice for one document to have the candidate's photograph.**
- **Multiple forms of ID are not permitted unless otherwise stated.**