

# IDENTIFICATION REQUIREMENTS

In line with the Security Industry Authority's documentation requirements, we may only accept the following forms of identification:

- **one** identity document from the Group A list and **two** documents from the Group B list. At least one document must show the learner's current address and at least one document must show their date of birth.

**We will need to check your identity before assessment takes place. A record of the documents reviewed and accepted will be retained for a minimum of 3 years and be made available for audit purposes.**

The list of identity documents are provided below:

## Group A Documents

- A1 Current, valid passport of any nationality of any nationality.
- A2 Driving licence photocard if it was issued by the DVLA in Great Britain. **We will not accept the photocard on its own if it was issued by the DVA in Northern Ireland.**
- A3 Current, valid photocard driving licence **and its paper counterpart** issued by the DVA in Northern Ireland.
- A4 UK original birth certificate issued within 12 months of birth.
- A5 Current, valid UK biometric residence permit card.

## Group B Documents

### Documents that confirm your identity and your address

- B1 Valid UK firearms licence with photo.
- B2 Current UK driving licence - paper version (not the paper counterpart to a photocard).
- B3 P45 statement of income for tax purposes on leaving a job issued in the last 12 months.
- B4 P60 annual statement of income for tax purposes issued in the last 12 months.
- B5 Bank or building society statement issued to your current address, less than three months old. You can use more than one statement as long as each is issued by a different bank or building society.
- B6 Mortgage statement issued in the last 12 months.
- B7 Utility bill (gas, electric, telephone, water, satellite, cable) issued to your current address within the last three months. **Please note that you can only submit one utility bill in support of your SIA application.**
- B8 Pension, endowment or ISA statement issued in last 12 months.
- B9 Letter from HM Revenue & Customs, Department of Work and Pensions, employment service, or local authority issued within the last three months. You can submit more than one letter as long as each is issued by a different government department or a different local authority.
- B10 A credit card statement sent to your current address within the last three months. You can submit more than one statement as long as each is issued by a different issuer.
- B11 Council tax statement issued in the last 12 months.
- B12 Driving licence photocard (without a paper counterpart) issued by the DVA in Northern Ireland.