

# **Application for a personal licence guidance on photographs**

Licensing Act 2003



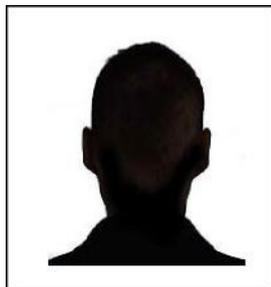
## Taking and printing a valid photo ID

Two photographs of the applicant must be included with your application, which shall be:

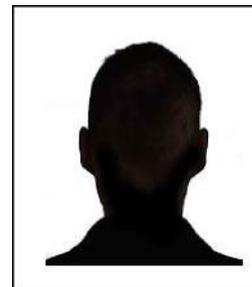
- (i) taken against a light background so that the applicant's features are distinguishable and contrast against the background,
- (ii) 45 millimeters by 35 millimeters,
- (iii) full face uncovered and without sunglasses and, unless the applicant wears a head covering due to his religious beliefs, without a head covering,
- (iv) on photographic paper,
- (v) one of which is endorsed with a statement verifying the likeness of the photograph to the applicant by a solicitor, notary, a person of standing in the community (this includes a bank or building society official, a police officer, a civil servant or a minister of religion), or any individual with a professional qualification.

Please ask your counter signatory to certify the rear of one photograph with the handwritten words:

"I verify this to be a true likeness of (*NAME*)". The photo should then be signed and the name printed, also state how they qualify.



Photos should be stapled at the edge in the spaces provided



# Form to complete

## Applicant

Name of applicant (please print)

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Address of applicant

## Signatory (person certifying the photographs)

Name of signatory (please print):

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Address of signatory:

Contact/telephone of signatory:

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Signature of signatory:

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State how the person qualifies to certify the photographs (include company details where appropriate)

# List of acceptable signatories for personal licence application photographs

- Accountant
- Articled Clerk of a Limited Company
- Assurance Agent of Recognised Company
- Bank/Building Society Official
- Barrister
- Broker
- Chairman of a Limited Company
- Chemist
- Chiropodist
- Civil Servant (permanent)
- Commissioner of Oaths
- Councillor: Local or County
- Dentist
- Director of a Limited Company
- Doctor
- Engineer (with professional qualifications)
- Fire Service Official
- Funeral Director
- Justice of the Peace
- Legal Secretary (members and fellows of the Institute of legal secretaries)
- Local Government Officer
- Member of Parliament
- Merchant Navy Officer
- Minister of a recognised Religion
- Notary
- Nurse (SRN & SEN)
- Officer of the Armed Services (Active or Retired)
- Optician
- Person with Honours (eg MBE etc)
- Police Officer
- Post Office Official
- President/Secretary of a recognised organisation
- Prison Officer
- Salvation Army Officer
- Senior Manager/Personnel Officer (of Limited Company)
- Social Worker
- Solicitor
- Surveyor
- Teacher/Lecturer
- Warrant Officers and Chief Petty Officers

Or persons of similar standing to the above, working or retired, are acceptable as signatories.

Please note that:

- the applicant must be known to signatory
- relatives or partners are not acceptable nor are other personal licence holders or licensees unless
- they also qualify in one of the above categories
- final decision on the validity of signatories rests with the Licensing Authority