

Identity Checks for Licence to Practice Qualifications

As specified by the SIA, confirm of the identity of all candidates is undertaken prior to the completion of documentation and the taking of examinations.

Requirements:

- Two identity documents from Group A. At least one document must show the candidate's current address and at least one document must show the candidate's date of birth.
- OR
- One identity document from Group A and two documents from Group B.

At least one document must show the candidate's current address and at least one document must show the candidate's date of birth.

All documents must be in the candidate's current name unless accompanied by a deed poll document that confirms a change of name or valid adoption certificate.

The list of acceptable documents is as follows:

Group A Documents:

- Signed valid passport of any nationality or UK digital passport
- Signed UK photo driving licence (both parts of the full or provisional licence are required)
- UK original birth certificate issued within 12 months of birth
- UK adoption certificate
- SIA exemption letter*

***Copy must be enclosed together with copies of ID documents used when returning candidate response sheet. Failure to enclose a copy of a valid SIA letter where applicable may result in the paper being declared as void.**

Group B Documents:

- Valid EU photo ID card
- Valid UK firearms licence with photo
- Signed UK paper driving licence
- Marriage certificate or Civil Partnership certificate, with translation if not in English
- UK birth certificate issued more than 12 months after date of birth, but not a photocopy
- Non-UK birth certificate, with translation if not in English.
- P45 statement of income for tax purposes on leaving a job issued in the last 12 months
- P60 annual statement of income for tax purposes issued in the last 12 months
- Bank or building society statement issued to the candidate's 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
- Mortgage statement issued in the last 12 months
- Utility bill (gas, electric, telephone, water, satellite, cable, mobile phone contract) issued to the candidate's current address within the last three months. You can only use one utility bill
- TV licence in candidate's name and current address issued in last 12 months.

- Pension, endowment or ISA statement issued in last 12 months.
- Certificate of British nationality
- British work permit or visa issued in last 12 months
- Letter from H.M. Revenue & Customs, Department of Work and Pensions, employment service, or local authority issued within the last three months. You can use more than one letter as long as each is issued by a different Government department or a different local authority
- A credit card statement sent to the candidate's current address within the last three months. You can use more than one statement as long as each is issued by a different issuer
- Council Tax statement issued in the last 12 months
- Court summons issued in last 12 months
- Child benefit book issued in last 12 months
- A payslip with the candidate's address and employer's name or logo on provided it is less than three months old

*** Please note that all documents must be valid where applicable.**

Candidates are required to produce a photo at the time of the examination.