

Identity checks

As specified by the SIA, all centres offering licence linked qualifications, must confirm the identity of all candidates prior to the completion of documentation and the taking of examinations.

This is an essential part of the quality assurance, and MUST be performed by the invigilator at the examination, regardless of whether the candidate is known to them. The invigilator must also check that a candidate has a UK address and is over the age of eighteen.

- 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.

Candidates should be reminded that the name on the candidate response sheet should match the name on the legal documents that will be submitted to the SIA to prevent licence applications from being rejected.

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, please specify this is photo licence or it will be returned to you)
- UK original birth certificate issued within 12 months of birth
- 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

- UK adoption certificate
- 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) issued to the candidate's current address within the last three months. **You can only use one utility bill.**
- Pension, endowment or ISA statement issued in last 12 months.
- 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.
- Child benefit book issued in last 12 months.

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

Once satisfied, the invigilator will then check that the candidate's photograph and signature are valid, and will sign and date the relevant section in the candidate response sheet. The invigilator's signature will be taken as confirmation that these checks have been fully and accurately completed.

Any candidate who has not produced a photo at the time of the examination should not be allowed to sit the examination.

Any candidate who is not yet eighteen cannot sit the examination and must begin the course again, including training, once they are old enough.

Candidates should be reminded of the importance of using the same signature and photograph that they intend to use on the SIA Licence application form to prevent licence applications from being rejected.

Please ensure that where a driving licence is used as an ID document it is clearly specified whether this is a photo or paper licence. Licences issued before January 2000 will not be accepted as a group A document unless it specifically states that this is a photo licence. As such it will be returned to the centre and will incur a cost of £10.00 plus V.A.T.