

In line with the Security Industry Authority's documentation requirements, approved Highfield centres may 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.
- at least one document must show their date of birth.

**It is the centre's responsibility to check the learner's identity before assessment takes place. A record of the documents reviewed and accepted for each learner must 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

- a passport that is signed, current, and valid
- a driving licence photocard issued by the **Driver and Vehicle Licensing Agency (DVLA)** in the UK
- a driving licence photocard and its paper counterpart issued by the **Driver and Vehicle Agency (DVA)** in Northern Ireland
- a UK original birth certificate issued within 12 months of birth
- a UK biometric residence permit card

## Photograph Criteria

The photo **MUST** be:

- printed (not digital)
- in colour (not black and white)
- 45mm high by 35mm wide
- clear and in focus
- a true likeness of you
- a close-up of your full head and upper shoulders
- taken against a white or cream background
- not changed using computer software

In the photo, you **MUST**:

- be facing forwards and looking straight at the camera
- have a plain expression, with your mouth closed
- have eyes open and visible
- not have hair in front of your eyes
- not have a head covering (unless it's for religious or medical reasons)
- not have anything covering your face
- not wear sunglasses or darkened lenses (you can wear clear glasses)
- not have any shadows on your face or behind you

## Group B Documents

### Documents that confirm your identity and your address

Unless stated otherwise, 2 forms of the same type of document will not be accepted. For example, we will not accept 2 council tax statements. We will only accept 1 council tax statement and 1 document of a different type.

- a bank or building society statement from the last 3 months (we will accept 2 statements, but only if they are from different banks or building societies)
- a utility bill (for example: gas, electric, telephone, water, satellite TV or cable TV) from the last 3 months
- a credit card statement from the last 3 months (we will accept 2 statements, but only if they are from different credit-card providers)
- a council tax statement from the last 12 months
- a mortgage statement from the last 12 months
- a letter from the last 3 months from any of the following:
  - HM Revenue and Customs
  - the Department of Work and Pensions
  - a Jobcentre Plus – or any other employment service
  - a local authority
- a **P45** or **P60** tax statement from the last 12 months
- a paper version of a current UK driving licence (**not the paper counterpart to a photocard**)
- a driving licence photocard issued by the **DVA** in Northern Ireland (**not the paper counterpart**)
- a pension, endowment or **ISA** statement from the last 12 months
- a valid UK firearms licence with photo