

Guidance on photographs for licence applications

This guidance supports Personal Licences, Skin Piercing, Electrolysis, Tattooing and Acupuncture licences

Licensing Act 2003



Taking and printing a valid photo ID

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

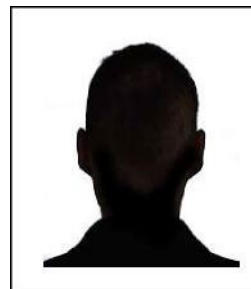
- (i) taken against a light background so that the applicant's features are distinguishable and contrast against the background,
- (ii) 45 millimeters by 35 millimeters,
- (iii) full face uncovered and without sunglasses and, unless the applicant wears a head covering due to his religious beliefs, without 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)

Address of applicant

Signatory (person certifying the photographs)

Name of signatory (please print):

Address of signatory:

Contact/telephone of signatory:

Signature of signatory:

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