

Identity Checks

As specified by the SIA, all candidates wishing to acquire the Security officer qualification must provide identification prior to sitting for the examination.

This is an essential part of the quality assurance and would be performed by the invigilator at the examination, regardless of whether the candidate is known to them. Candidates would also be required to have an address in the UK and should be 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 a valid adoption certificate.

Candidates are also 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 the licence application from being rejected.

The list of acceptable documents is as follows:

Group A Documents

- Signed valid passport of any nationality
- Signed UK **photo** driving licence (both parts of the full or provisional licence are required, must be a **photo licence**)
- Valid UK firearms licence with photo
- HM forces identity card (UK)
- UK birth certificate or certified copy issued within 12 months of birth, but not a photocopy.
- UK adoption certificate.

Group B Documents

- Valid EU photo ID card
- Signed UK paper driving licence
- Marriage certificate or Civil Partnership certificate, with translation if not in English
- Certified copy (not photocopy) of a UK birth certificate issued more than 12 months after the date of birth

- 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 your current address, less than three months old. More than one statement is acceptable if they are from different banks or building societies.
- Mortgage statement issued in the last 12 months
- Gas, electric, telephone, water, satellite, cable, mobile phone contract, or utility bill issued to your current address within three months. Only one item may fall into this category.
- TV licence if issued to the candidate at their current address in the last 12 months
- Pension, endowment or ISA statement issued in the last 12 months
- Certificate of British nationality
- British work permit or visa issued in the last 12 months
- Letter from the Inland Revenue, Department of Work and Pensions, Employment Service, or local authority. More than one letter is acceptable if they are from different service providers
- Court summons issued in the last 12 months
- Child benefit book issued in the 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