

**You will be required to show your tutor original Id as specified below and supply a photocopy for audit purposes. We will also require 2 passport style photographs.**

We will accept:

- Two identity documents from group A. At least one document must show your current address and at least one document must show your date of birth. **Or**
- One identity document from group A and two documents from group B. At least one document must show your current address and at least one document must show your date of birth.

### **What do we mean by "group A" and "group B"?**

#### 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 biometric residence permit card

#### 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

All documents from Group A and Group B must be originals and, in the learner's current name, unless accompanied by a deed poll document that confirms a change of name, or a valid adoption certificate.

**If you are unable to supply the ID as detailed above or fail to supply photocopies of ID or your passport style photographs you will NOT be able to sit your exams.**

In the case that a learner is unable to provide a Group A document, Highfield will allow a signature to be obtained from a bank/credit card together with two Group B documents.

**Please note, however, that this alone will not be enough to support an SIA application for a licence and should be submitted as a last resort.**

**Alan Scott**  
*Training Services*