

Endorsement of Passport Photo

Please read the following instructions

1. Obtain 2 passport size photographs (on a light/white background)
2. The back of one of the photographs must be endorsed with the words

'I hereby certify that this is a true likeness of (your name)' and signed by a solicitor, notary, or a person of standing in the community or any individual with a professional qualification. A person of standing in the community includes a bank or building society official, officer of the police, a civil servant or a minister of religion. Please see overleaf for list.

3. Staple both photographs in the spaces provided below

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4. Ask the person who endorsed the photograph to complete the boxes below.

Full name of applicant in the above photograph	
Current address of applicant in the above photograph (known to you)	
Name and address of the special treatment premises you work for	

Name of person who has endorsed the back of the above photographs	
Address of person who has endorsed the back of the above photographs	
Contact telephone number and email address of person endorsing photographs	
How long has the applicant been known to you.	
Status/qualification of the person who has endorsed the back of the photographs	

It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a personal licence. A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement. To do so could result in prosecution and a fine not exceeding level 5 on the standard scale.

Signature of person endorsing photographs

Date

List of Approved Signatories

Accountant (Chartered)
Company Secretary of a Limited Company
Assurance Manager/Superintendent of Recognised Company
Bank Manager/Building Society Officer (not a clerk)
Barrister
Broker (Registered)
Chairman/Director of a Limited Company
Chemist (Registered)
Chiropodist (Registered)
Commissioner of Oaths (Solicitor/Notary Public)
Councillor: Local or County
Dentist (Registered)
Engineer (with professional qualifications/ Member of a chartered institute)
Fire Service Officer (or a higher rank)
Funeral Director
Insurance Manager of a recognised Company
Justice of the Peace
Legal Secretary (members and fellows of the Institute of legal secretaries) Local
Government Officer/ Civil Servant (permanent position)
HR Manager (of a limited Company)
Member of Parliament
Merchant Navy Officer
Minister of a recognised religion
Nurse (SRN and SEN)
Officer of the armed services (Active or Retired)
Optician (Registered)
Person with Honours (e.g. OBE, MBE etc)
Photographer (Professional)
Officer of Police (Inspector/Chief)
Post Office Master/ Mistress
President or Secretary of a recognised charity/country club
Salvation Army Officer
Social Worker
Solicitor
Surveyor (Chartered Institute)

Teacher/ Lecturer (School/College/University)

Trade Union Officer

Travel Agency (Qualified/ recognised body)

Valuers and Auctioneers

Warrant Officers/ Chief Petty Officers

Or person(s) of a similar standing to the above, working or retired, are acceptable as signatories. Relatives or partners of applicant are not acceptable