

Acceptable Verifier Professions for validating original document(s)

For a **paper or printed application** your chosen referee needs to countersign your passport quality and criteria photographs of your head and shoulders against a plain background, your application and a copy of an official document confirming your identity as being true to the original.

If the **referee knows you personally** the document confirming your identity can be one of the following:

- Biometric Home Office photo ID
- Birth certificate
- Certified copy of a birth certificate
- Disclosure and Barring Service certificate (DBS)
- European National ID Card (can be up to 3 years expired)
- European Health Insurance Card
- Gender Recognition Certificate
- Ministry of Defence Form 90 (Defence Identity Card)
- NHS Medical Card
- Passport (UK or International; can be up to 3 years expired)
- Photo Driving Licence (UK or European; can be up to 3 years expired)
- Proof of Age Standards Scheme card
- Scottish marriage certificate (must state applicant's date of birth)
- UK Naturalisation Certificate

If **your referee doesn't know you** the following photographic ID documents can be used:

- Biometric Home Office photo ID
- European National ID Card (can be up to 3 years expired)
- Ministry of Defence Form 90 (Defence Identity Card)
- Passport (UK or International; can be up to 3 years expired)
- Photo Driving Licence (UK or European; can be up to 3 years expired)
- Proof of Age Standards Scheme card

If you are applying using a **paper or printed application** you must show an original document confirming your identity to your referee, ask them to countersign a photocopy of it and post it to us together with your completed application. Please do not send original documents as we **cannot** return them to you.

If you changed your name since birth and the document shows your old name, please show the original change of name document(s) - **marriage certificate(s), change of name deed(s), Court Order(s)** or **Gender Recognition Certificate** to your referee. Note that for a **paper or printed application** your referee needs to countersign the photocopies of your change of name document(s) and you need to post them to us together with the other documentation.

Any person in **the permitted list below** and in full time employment can act as a **referee validating original document(s)** provided we can contact them via email and on their landline number at their place of work during office hours at a registered business address.

Referees must not live with you, be related to you (including guardian or foster carer) or be in personal relationship with you (partner, girlfriend or boyfriend). They must also not be self-employed (Unless VAT Registered or Ltd Company Status)

Permitted list of referees for process supported by document(s):

- Accountant
- Airline Pilot
- Articled Clerk of a Limited Company
- Assurance agent (of recognised Company)
- Bank / Building Society Official
- Barrister
- British Computer Society (BCS) - Professional grades which are Associate (AMBCS), Member (MBCS), Fellow (FBCS) (PN 25/2003)
- Chairman / Director of a Limited Company
- Chemist
- Chief Petty Officer
- Chiropodist
- Commissioner of Oaths / Notary
- Councillor (County / Local)
- Civil Servant (permanent)
- Dentist
- Designated Premises Supervisor
- Director / Manager of a VAT registered Charity
- Director / Manager / Personnel Officer of a VAT registered Company
- Doctor
- Engineer (qualified to a Degree in Engineering)
- Estate Agent
- Financial Services Intermediary (i.e. stockbroker or insurance broker)
- Fire Service Official
- Funeral Director
- Immigration Adviser (regulated by the Office of the Immigration Services Commissioner)
- Insurance Agent of a recognised Company (permanent)
- Journalist
- Justice of the Peace
- Legal Secretary (members and fellows of the Institute of legal secretaries)
- Local Government Officer
- Manager / Personnel Officer (of a Limited Company)
- Member of Parliament
- Merchant Navy Officer
- Minister of a recognised religion
- Nurse / Midwife (RGN and RMN)
- Officer of the armed services
- Optician

- Paralegal - Certified Paralegal, Qualified Paralegal or Associate Member of the Institute of Paralegals
- Person with honours (i.e. OBE, MBE etc.)
- Personal Licence Holder (of recognised Company; i.e. Licensee of Public House)
- Pharmacist
- Police Officer
- Post Office Official
- President / Secretary of a recognised Company
- Prison / Probation Officer
- Salvation Army Officer
- Social Worker
- Solicitor
- Surveyor
- Teacher / Lecturer
(please ensure they are available during academic holidays as they must be contactable at their place of work)
- Trade Union Senior Official
- Travel Agent (qualified)
- Valuer / Auctioneer
- Vet
- Warrant Officer