

Acceptable list of Verifier professions confirming from official records

Verifiers confirming from official records are professionals who know you and can confirm your details on the application form against their Official Records held on work files.

Use a referee confirming from official records if you don't have an official document confirming your identity.

For a **paper or printed application** your chosen referee needs to countersign your passport quality and criteria meeting photographs of your head and shoulders against a plain background and your application.

Any person in **the permitted list below** and in full time employment can act as a **referee confirming from official records** 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 Verifiers confirming from official records:

- **your** Doctor / Dentist / Nurse / Administrator at your GP / Dental Surgery
- **your** Teacher / Tutor / Head of Year / Administrator / Careers Adviser at your School / College / University
(please ensure they are available during academic holidays as they must be contactable at their place of work)
- **your** Social Worker
- **your** Certified Solicitor
- a Bank / Building Society staff member at **your** branch
- **your** Prison or Probation Officer
- **your** Jobcentre Plus work coach
- **your** Immigration Adviser registered at the Office of the Immigration Commissioner
- if **you** are employed with **any** of the above referees, they can verify your identity from their personnel records
- if **you** are employed by a Public Authority / Government, your employer can verify your identity from their personnel records
- if **you** are employed by a Local Authority, your employer can verify your identity from their personnel records
- if **you** are employed by a UK business that has more than 250 staff, your employer can verify your identity from their personnel records