



IDENTITY VERIFICATION FORM

Please ensure you read the attached guidance notes prior to completing this form.

This application form constitutes a record and is issued by the Committee *for the* Environment & Infrastructure in accordance with the Driving Licences (Guernsey) Ordinance, 1995.

| 1. Your details | | | | | | | |
|--|-----------------------------|------------------------------|-------------------------------|-----------------------------|--------------------------------|-----------|----------------------|
| Title: | Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other <input type="checkbox"/> | (Specify) | <input type="text"/> |
| Surname: | <input type="text"/> | | Forenames: | <input type="text"/> | | | |
| Address: | <input type="text"/> | | | | | | |
| Post code: | <input type="text"/> | | Date of Birth: | <input type="text"/> | | | |
| Home Tel: | <input type="text"/> | | Mob Tel: | <input type="text"/> | | | |
| E-mail address (required to set up online services): | | | <input type="text"/> | | | | |
| Guernsey Driving Licence No (if applicable): | | | <input type="text"/> | | | | |

| 2. Which documents are you enclosing? (please tick ONE of the following) | |
|---|--------------------------|
| A colour copy of the page in your passport that bears your photograph & signature, along with two recent passport photographs; or | <input type="checkbox"/> |
| A copy of your birth or adoption certificate* along with two recent passport photographs. | <input type="checkbox"/> |
| <i>*If you are enclosing your birth/adoption certificate and it bears a name that is different to your present name, you must also enclose proof of change of name (e.g. a marriage certificate).</i> | |

| 3. Details of person attesting documents | | | | | | | |
|--|-----------------------------|------------------------------|-------------------------------|-----------------------------|--------------------------------|-----------|----------------------|
| Title: | Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other <input type="checkbox"/> | (Specify) | <input type="text"/> |
| Surname: | <input type="text"/> | | Forenames: | <input type="text"/> | | | |
| Address: | <input type="text"/> | | | | | | |
| Post code: | <input type="text"/> | | Email address: | <input type="text"/> | | | |
| Home Tel: | <input type="text"/> | | Mob Tel: | <input type="text"/> | | | |
| Guernsey driving licence No: | | | <input type="text"/> | | | | |
| Profession and/or qualification: | | | <input type="text"/> | | | | |

4. Declaration of person attesting documents

By signing this form, you agree to Driver and Vehicle Licensing checking driving licence and vehicle records in order to verify your identity.

You should not complete this section until the applicant has completed, signed and dated the form.

I (*insert your name*) certify that the applicant (*insert name*) has been known to me personally as a (*insert in what capacity, e.g. friend, patient*) for (*insert number of years*) years and that to the best of my knowledge and belief the facts stated on this form are correct.

I have signed and made the following declaration on the back of the attestation document: *'I declare that this photocopy is a true copy of the original document which has not been altered in any way'.*

I have also signed and made the following declaration on one of the passport photographs: *'I certify that this is a true likeness of [full name of applicant]'.*

I confirm that I am not a member of the applicant's family, in a relationship with them and do not live at the same address.

| | | | |
|------------|--|-------|--|
| Signature: | | Date: | |
|------------|--|-------|--|

DVL reserves the right to refuse to process an application for a licence or alteration to a licence if it is not satisfied that the person making the declaration is genuine or properly qualified. Checks are made to ascertain the bona fides of individuals making attestations.

5. Declaration of driving licence applicant/holder as at section 1.

I declare that I am normally resident in the Island of Guernsey. I have checked the details I have given which to the best of my knowledge and belief are correct and understand that if I knowingly give false information I am liable to prosecution.

| | | | |
|------------|--|-------|--|
| Signature: | | Date: | |
|------------|--|-------|--|

The States of Guernsey will process any personal data that you provide, via this form, in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. Further information about how your personal data is processed by the States of Guernsey can be found at <https://gov.gg/dp>.

GUIDANCE NOTES

1. When do I need to complete this form?

This form will need to be completed if you do not submit your original passport when:

- You are applying for a driving licence for the first time; or
- You are applying to exchange a driving licence issued overseas; or
- Your appearance is very different from the photograph we currently hold for you; or
- You have not previously provided us with proof of your identity. Note: if you have already provided proof of your identity a date will have been printed in section 14 on the plastic card part of your Guernsey driving licence.

You will also need to complete this form for any of the above reasons when verifying your identity **if you do not hold a valid passport.**

2. What Information will I need to provide with this form?

An attested photocopy of your passport or birth/adoption certificate (and proof of change of name, if applicable).

Two identical photographs, one of which is attested, that meet the passport photograph standards (please see <https://www.gov.gg/drivinglicence> for further information).

3. What must the person attesting the documents do:

The person making a declaration is required:

- To inspect the original document and, if satisfied that it is a true copy, write the following on the reverse side **'I declare that this photocopy is a true copy of the original document which has not been altered in any way'** and add their signature, printed name and the date;
- Write on the back of ONE of the photographs **'I certify that this is a true likeness of [full name of applicant]'** and add their signature and the date;
- Complete section 4 on the form.

4. Who can I ask to attest my documents?

The person attesting your documents must:

- be over 18;
- hold a full Guernsey Driving Licence;
- have known you personally for at least 2 years;
- live in the UK or Channel Islands*.

The person attesting your documents must not:

- be related to you by birth or marriage;
- be in a personal relationship with you or any other family member;
- live at the same address as you.

* A person fulfilling the requirements for attesting documents may be a resident having a personal address in the UK (and not holding a Guernsey issued driving licence), but this may delay the issue of a Guernsey driving licence whilst checks are being undertaken.

The person attesting your documents should be a professional person or a person of good standing in the community. The following list provides examples of the types of person that would be acceptable:

| | |
|---|--|
| Accountant | Advocate |
| Airline Pilot | Articled Clerk of a Limited Company |
| Assurance Agent of a Recognised Company | Bank Official |
| Barrister | Chairman/Director of a Limited Company |
| Chemist | Chiropodist |
| Christian Science Practitioner | Civil Servant (Established) |
| Dentist | Director/Manager of a Registered Charity |
| Engineer | Fire Service Official |
| Funeral Director | Insurance Agent (Full Time) of a recognised company |
| Journalist | Legal Secretary (Fellow and Associate Members of The Institute of Legal Secretaries and PAs) |
| Member of Her Majesty's Armed Forces | Member of the Medical Professions |
| Member of the Royal Court | Member of the States of Deliberation, States of Alderney or Sark Chief Pleas |
| Merchant Navy Officer | Minister of Religion |
| Nurse (RNA , RNC, RNMH, RNLD) | Officers of the Armed Services (Active or Retired) |
| Optician | Paralegal (Certified Paralegals, Qualified Paralegal and Associate Members of the Institute of Paralegals) |
| Paramedic (HPC registered) | Person With Honours (e.g. OBE, MBE) |
| Police Officer | Post Office Official |
| Professional Members of British Computer Society Including Associate (AMBCS), Member (MBCS) And Fellow (FBCS) | Salvation Army Officer |
| Social Worker (professionally qualified) | Solicitor |
| Surveyor (professionally qualified) | Teacher/Lecturer (professionally qualified) |
| Trade Union Official | Travel Agent (member of relevant professional body) |
| Valuers and Auctioneers (Fellow and Associate Members of the Incorporated Society) | |