

### DOOR SUPERVISOR TRAINING ORGANISATION

298 CHARMINSTER ROAD ħ BOURNEMOUTH ħ DORSET ħ BH8 9RT  
Tel: 01202 299969 Fax: 01202 299969 Web: [www.dsto.co.uk](http://www.dsto.co.uk) Email: [sales@dsto.co.uk](mailto:sales@dsto.co.uk)

Candidates should be fully aware that they are required to provide proof of identity immediately prior to each examination Please find listed below acceptable proof of identity documents as specified by the Security Industry Authority (SIA). Candidates who do not provide the appropriate proof of identity will not be permitted to sit the examinations.

| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <p>Signed valid passport (any nationality)<br/>Signed UK photo driving licence (both parts of the full or provisional licence are required)<br/>HM Forces ID Card (UK)<br/>Original UK Birth Certificate or certified copy (issued within 12 months of birth, but not a photocopy)<br/>UK Adoption Certificate<br/>Valid UK firearms licence with photo</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>Certified copy of a UK birth certificate (issued more than 12 months after date of birth, but not a photocopy)<br/>Marriage Certificate (with translation if not English) or Civil Partnership certificate<br/>P45 statement of income for tax purposes on leaving a job**<br/>P60 annual statement of income for tax purposes**<br/>Bank or Building Society statement issued to current address <b>*(You can use more than one statement as long as each is issued by a different service provider)*</b><br/>Mortgage statement **<br/>Pension, endowment or ISA statement**<br/>Gas/electric/telephone/water/satellite/cable/mobile phone contract/utility bill from current address <b>(You can only use a maximum of one utility bill)*</b><br/>Certificate of British Nationality<br/>British work permit or Visa **<br/>A payslip, with your address, and the employers name or logo *<br/>A credit card statement from current address <b>(You can use more than one statement as long as each is issued by a different service provider)*</b><br/>Child Benefit book **<br/>Court summons **<br/>Letter from Inland Revenue /DWP/Employment Service/local authority <b>(You can use more than one statement as long as each is issued by different Government departments or different local authorities)*</b><br/>TV licence in your name and current address**<br/>Valid EU photo ID card<br/>Signed UK paper driving licence<br/>Non UK Birth Certificate, with translation if not in English</p> |

\*documentation should be less than 3 months old \*\* issued within the last 12 months

#### Accepted Identification Documents:

- Two identity documents from Group A. At least one document must show the candidate's current address and at least one document must show the candidate's date of birth.
- OR**
- One identity document from Group A and two documents from Group B. At least one document must show the candidate's current address and at least one document must show the candidate's date of birth.

One colour photograph (35m x 45m) per Unit. Acceptable colour photographs will be the type required for passports or driving licences and must meet the following criteria:

- The colour photograph must be square (for scanning) and of a passport size
- The colour photograph must be full face and head and shoulders (ie not a side view)
- The candidate must not be wearing sunglasses
- The candidate must not be wearing a hat except where this is required for their religious beliefs or ethnic background