

Guide to Identity Checks for Applicants

What you must provide to the Council

Once you have submitted your application form for either a personal licence, a street trader licence or a window cleaner's licence you will be asked to provide:-

1. A proof of identity/age document;

Aberdeenshire Council will accept the following proof of age documents:

- a passport;
- a photocard driving licence;
- a Ministry of Defence Form 90 (Defence Identity Card);
- a photographic identity card bearing the national Proof of Age Standards Scheme hologram;
- a national identity card issued by a member State (other than the United Kingdom), Norway, Iceland, Liechtenstein or Switzerland
- a Biometric Immigration Document

2. Two identical photographs of the applicant that:-

- a) measure 45 millimetres by 35 millimetres,
- b) be on photographic paper,
- c) be taken against a light background; and
- d) show the full face of the applicant, without sunglasses or any head covering being worn. (With the exception of coverings worn by the applicant on account of a religious belief).

Personal Licence Applications – Certification

For Personal Licences only, one of the photographs must have been **certified** on the back by a person who appears to the Licensing Board to:

- A) be a person of good standing in the community, or who works in (or is retired from) a recognised profession. The list of [recognised professions](#) is the same as used by the UK Government in determining a passport application.;
- B) who is able to identify you as a friend, neighbour or colleague (and does not just know you professionally);
- C) is 18 or over;
- D) lives in the UK; and
- E) has a current UK passport;

Certification requires the certifier to write the following words on the back of one of the two photos:

“ I certify that this is a true likeness of [name of applicant]”,

followed by:

- (i) the full name of the person endorsing the photograph,
- (ii) their signature,
- (iii) and the date.

By doing so, they are confirming that you are who you claim to be;

The Certifier cannot be:

- Related to you by either birth or marriage
- In a relationship with or living at the same address as you

OFFICES AND OPENING TIMES WHERE CHECKS CAN BE CARRIED OUT

Licensing offices:-

Aberdeenshire Council (North) Town House 34 Low Street Banff AB45 1AN Opening times Monday - Friday 10:00 – 12:00 and 14:00 – 16:00	Aberdeenshire Council (Central) Gordon House Blackhall Road Inverurie AB51 3TB Opening times Monday - Friday 10:00 – 12:00 and 14:00 – 16:00	Aberdeenshire Council (South) Viewmount Arduthie Road Stonehaven AB39 2DQ Opening times Monday - Friday 10:00 – 12:00 and 14:00 – 16:00
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Aberdeenshire Council Service Points:-

Aberdeenshire Council 23 – 25 Gordon Street, Huntly, AB54 8AL Opening times Monday - Friday 08:45 – 17:00	Aberdeenshire Council, Towie House, Manse Road, Turriff, AB53 4AY Opening times Monday - Friday 08:45 – 17:00	Aberdeenshire Council 45 Bridge Street, Ellon Opening times Monday - Friday 08:45 – 17:00	Aberdeenshire Council, Buchan House, St Peter Street, Peterhead AB42 1QF Opening times Monday - Friday 08:45 – 17:00
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In exceptional circumstances, if you live outwith Aberdeenshire or can't easily travel to a Council Office or Service Point

Where you live outwith Aberdeenshire or you are unable to travel to a Council Office or Service point you can take your identification document and a copy of it to a certifier, to have the copy certified as a true copy, and receive a certificate that verifies it as such.

The certifier must be a person who appears to the Council to:

- A) be a person of good standing in the community, or who works in (or is retired from) a recognised profession. The list of [recognised professions](#) is the same as used by the UK Government in determining a passport application.;
- B) who is able to identify you as a friend, neighbour or colleague (and does not just know you professionally);
- C) is 18 or over;
- D) lives in the UK; and
- E) has a current UK passport;

Certification requires the certifier to write the following words on the copy which verifies that you are who you claim to be. :

“ I certify that this is a true copy of [name of document] belonging to [name of applicant]”,
 followed by:

- (i) the full name of the person endorsing the photograph,
- (ii) their signature,
- (iii) and the date.

The Certifier cannot be:

- Related to you by either birth or marriage
- In a relationship with or living at the same address as you

You can then proceed to send:

- 1) said original certificate issued to you by your certifier
- 2) and the copy of your identification document that the certifier certified
- 3) 2 identical photographs of yourself (one to be certified where the application is for a personal licence)

directly to our Stonehaven Office within 7 days at:-

Aberdeenshire Council
Legal & Governance
Viewmount
Arduthie Road
Stonehaven
AB39 2DQ

A scan of the certification document is **not valid**, it **must** be the original certified document.