

IDENTIFICATION CHECK GUIDANCE NOTES

Your proof of identity

This form **MUST** be completed if you are **applying by post** and/or do not have a passport:

- You are applying for a driving licence for the first time;
- You are applying to exchange a driving licence issued overseas;
- You have not previously filed a proof of your identity. (Your Guernsey licence will have been ID checked if on the reverse side of the plastic part has a section 14 in which a date is printed).

In order to provide proof of your identity, you are required to produce **ONE** of **EITHER** the page in your passport that bears your photograph **OR** your birth certificate. **Please note that, if you are applying by post, DVLS can only accept photocopies of documents. Please DO NOT send an original document.**

Photocopies must be:

- Colour copies taken on white paper
- In good condition without creases, tears, stains or disfigurement of any nature. All contents must be clearly legible.
- **Signed on the reverse side by a person who has completed the declaration in part 3. Of this form.**

If you are presenting a birth/adoption certificate, you must also provide two photographs. Your photographs must be:

- Recently taken in colour, passport style and size (45mm x 35 mm);
- A true likeness, showing your full face, without a hat, headgear or sunglasses (you must wear ordinary glasses if usually worn);
- Set against a plain, light, evenly-lit background;
- **Signed on the reverse by the person who has completed the declaration below (see Attesting Documents below).**

If your birth/adoption certificate bears a name that is different from your present name, you must also enclose proof of change of name (see FAQ's below).

Please note – for postal applications it is necessary to include photographs with this form if you are using your passport for proof of identity.

The declaration (see Attesting Documents) must be made by a person you have known for at least **two years**. The signatory must **NOT** be related to you or in a personal relationship with you; he/she should have a personal address in the bailiwick of Guernsey, must hold a Guernsey issued driving licence and must be one of the following:

1. A Medical Practitioner
2. A qualified school teacher
3. A dentist
4. A member of the Guernsey Police Force
5. A recognised Minister of Religion
6. A recognised Minister of Religion
7. An Advocate of the Royal Court (Gsy)
8. A Jurat of the Royal Court in Guernsey
9. A Senior Bank Employee

5. An elected member of the States of Guernsey Staff
10. A Senior Civil Servant on the Established Staff

Representatives from Alderney and Sark with the equivalent status are acceptable as signatories attested documents.

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.

Please note that DVLS 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.

Your application form may be returned if your documents and/ or photographs do not conform to the requirements set out above.

Photographs and attested copy documents will be retained by DVLS and will **NOT** be returned.

IF YOU ARE UNABLE TO PROVIDE ATTESTED DOCUMENTS YOU MUST ATTEND DVLS OFFICE

Attesting Documents

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.***

The person making the declaration must add his/her signature and the date and must print his/her name, address and profession clearly below the signature.

If photographs are being submitted, the person making the attestation must sign and date each of the photographs on the reverse side together with the following declaration: ***I confirm that this is a true likeness of***

For all submissions of documents and photographs, the person making the attestation must complete and sign the **DECLARATION** in part 4 of this form.

Please submit this form to the address at the head of the form.

Data Protection Statement- Your personal information will be processed in accordance with the Data Protection (Bailiwick of Guernsey) Law 2001. It is processed primarily to register your details in relation to your driving licence. It will be disclosed to third party where there is a need to do so, this is usually in the interests of road safety, the prevention and detection of crime and the apprehension and prosecution of offenders. For further information on driving licence disclosure please visit the website www.gov.dataprotection

Frequently Asked Questions (FAQs)

While Driver & Vehicle Licensing Services has endeavoured to keep the system for ID checks as simple as possible, it can still be a complicated process. It is hoped that these FAQs may assist in your understanding of the matter.

1. Why are ID checks now required? I have held my Guernsey driving licence for many years and cannot see what has changed.

There has been increasing pressure on the Island to introduce identification checks for its driving licences in recent years. This has come about due to the fact that, in some countries, the driving licence has increasingly been used as a form of ID – whether to gain entrance to licensed premises, take an internal flight or even open up a bank account.

Guernsey must ensure that the standards it uses for the issue of driving licences are maintained at a level that is broadly compatible with those issued overseas, particularly in view of the need to retain the agreements that the Island has with other jurisdictions for the exchange of licences.

1. Why do I have to send in or present documents to secure my ID check? I know that, in the UK, you only have to put your passport number on the form and the authorities can make their checks from that.

It is true that the UK has a system for verifying data that is held in the system for digital passports, but this is not yet a universal system.

One of the reasons why Guernsey cannot follow suit is that we do not have access to the information base that holds the data used for cross checking. This is protected data that can only be accessed by certain authorised bodies and is not open to us.

2. It is all so difficult and complicated, would it really matter if I simply did not complete the ID form

If you are applying for your first licence, or seeking to exchange a licence that has been issued overseas, changing the personal details on your existing licence, or seeking to obtain a replacement licence, then your application will only be accepted through the ID process. If you do nothing then, sooner or later, your existing licence will expire and, if you wish to renew it you will have to go through the ID process.

3. I have only recently moved to the Island and have not known anyone for two years. How can I obtain attested documents?

If you wish, you can visit the DVLS office with your original passport. This will be scanned while you wait and your details recorded.

Alternatively, you may file documents that have been properly attested by an individual who is duly qualified but lives in the UK. It should be borne in mind that this could result in a delay in processing your documents as the *bona fides* of the person making the attestation will have to be checked.

5. Is the list of persons who can attest documents absolutely specific? For example, I know a company director of a very high standing in the Island, but there is no category for company directors.

DVLS will accept attested documents from a company director if they hold a **recognised** qualification which has been noted in Section 3 of this form. DVLS will also accept attested documents from persons of high standing who do not hold the positions and professions given in the official list or a recognised qualification, but it should be recognised that the person making the attestation will have to be checked by DVLS and this may delay the issue of your driving

licence. It is also possible, of course, that DVLS is not able to accept an attested document from such an individual. This might be on account of a criminal record, a lack of information or other reasons. In making a decision in such a case, DVLS's judgement is final.

6. *Once I have completed the ID checks and obtained properly checked licence can I use my licence for all occasions that require ID?*

It is not for DVLS to set out the standards by which other organisations may operate. It cannot be said, therefore, that an ID checked Guernsey driving licence will be acceptable in all instances. However, it is to be hoped that the introduction of ID checks may broaden the base upon which the Guernsey driving licence may be used.

7. *My daughter is fourteen and wishes to take out a provisional driving licence for a motor scooter. She is still listed as a family member on my passport so do I have to go to the trouble and expense of exchanging this for two separate passports in order to apply for her licence?*

No. Your daughter may apply for her provisional licence by filing her birth certificate (either presenting the original over the counter at DVLS offices or by sending in an attested copy). Please note that when using a birth certificate for an ID check, it is also necessary to include two attested photographs.

8. *I have recently arrived from the UK and wish to exchange my UK licence for a Guernsey one. As I have gone through the ID process there, is it necessary for me to do it again in Guernsey?*

Yes. From the 4th April 2011 all driving licences issued or exchanged in the Bailiwick of Guernsey must carry an ID check.

9. *I am confused. Why do I need to file attested photographs with form DLID11 when I put in my birth certificate, yet it is not necessary to do so when I file my passport?*

This is because a passport has already been issued on the basis of an attested photograph, so there is no need to go through this process again.

In order to maintain the standard used for obtaining a passport, photographs accompany a birth certificate if that is your preferred document for ID purposes.

10. *You state that checks will be undertaken to ascertain the bona fides of persons attesting documents. What exactly do you do?*

DVLS will, randomly and regularly check the details of persons making attestation statements on documents filed for ID checking.

If the person making the attestation has a local address, his/her details will be cross referenced with the existing driving licence record. If DVLS is satisfied that the individual is genuine, then no further investigation will be carried out.

If the person making the attestation has an address in the UK then DVLS will routinely contact the individual's business or professional body and make enquiries for ascertaining that he/she is genuine and has not filed a bogus statement.

DVLS may carry out other tests and investigations as it sees fit to determine that an individual is genuine. If there is doubt, or evidence to deceive, the matter will be handed to the police for further investigation and possible prosecution.

Please note that DVLS reserves the right to withhold the issue of a driving licence if it is not satisfied that all matters relating to the applicant are in order.

11. *Just to be absolutely clear, what are the requirements for filing attested photographs?*

If you present your original passport for scanning, or send an attested copy in the post, then you do not need to include any photographs.

If you present your original birth/adoption certificate or send an attested copy in the post, then you must include two attested photographs.

12. *I have recently married and changed my name. I don't have a passport and, therefore, can only obtain my identity check by presenting by birth certificate – but my birth certificate is in my maiden name. Your form states – “if your birth/adoption certificate bears a name that is different from your present name, you must also enclose proof of change of name”. What must I do to provide proof of my change of name?*

You will still need to present your birth certificate and two attested photographs. You may send attested copies into DVLS by post, or you may attend in person and present your original birth certificate – it will be scanned, together with your two attested photographs. You must also present some evidence of your change of name, such as a certificate of marriage. You may bring the original document into DVLS' offices, where it will be scanned, or you may send in an attested copy by post.

13. *Do I have to wait until my licence needs renewing or there is a change in my personal details before applying for a licence that has been ID checked? Could I not just come in with my passport or file my attested documents with the ID form solely for the purpose of obtaining a checked licence?*

No. It is impractical for DVLS to issue a large quantity of licences in a short period of time. This would result in applicants having to wait much longer than usual for their licences to be processed and returned and would undoubtedly lead to bottlenecks and errors. In order to regulate the work load within DVLS it is necessary to maintain much the same flow of demand for services.