

## Licensing Act 2003

### Who can endorse documents for my licence application?

#### PERSONAL LICENCE

A personal application should be accompanied by two photographs of the applicant and, according to the Licensing Act 2003 (Personal Licence) Regulations 2005, section 7 paragraph 1, the two photographs of the applicant must be :

- taken against a light background
- 45 millimetres by 35 millimetres (the same size as a standard passport photo)
- full face uncovered and without sunglasses and, unless the applicant wears a head covering due to his/her religious beliefs, without a head covering
- on photographic paper, and
- one of these photographs must be endorsed with a statement verifying the likeness of the photograph to the applicant by a solicitor, notary, a person of standing in the community (see below\*) or any individual with a professional qualification; and

\*According to the Licensing Act 2003 (Personal Licence) Order 2005 regulations paragraph 2 (Interpretation), a 'person of standing in the community' includes a bank or building society official, a police officer, a civil servant or a minister of religion.

It is recommended that applicants have regard to the following advice to ensure that the photographs are acceptable:

- a) The two photographs are as near as possible identical
- b) The two photographs should be as recent as possible (i.e. taken within the past six months)
- c) Close up of head and shoulders so that your face covers 70-80% of the photograph
- d) The light background required by the regulations is best achieved by using a plain white, cream or light grey
- e) No-one else should be visible in the photograph
- f) The photograph should be in sharp focus and be clear
- g) Digital photographs should be acceptable if printed at 1200dpi resolution or better
- h) Photographs should be free of shadows
- i) Adopt a neutral expression with eyes open
- j) The eyes of spectacle wearers should be visible. Photographs with reflections from spectacles may not be adequate
- k) A suitable wording to endorse the photograph is:  
'I certify that this is a true likeness of (Miss, Mrs, Miss, Ms or other title followed by your full name).  
The endorsement should be signed and dated by the signatory.