

Advice on Photographs

Personal Licence applications will need to include two passport sized photographs – one of which must be signed on the back by a person as specified in the regulations (similar to the requirements for passport photographs).

You must ensure that your photograph is of the required standard to be accepted. If the photographs you provide with your application are unacceptable we will be unable to process the application, so it is important that you check the photographs carefully before you send them in.

Photographs must be:

- Full face uncovered
- Sized 45mm x 35mm
- Glasses may be worn where these are prescription and normally worn
- On photographic paper
- Without sunglasses
- Headgear or head coverings may be worn where this is part of the applicant's religious beliefs Note: if this worn this should not obscure the applicant's facial features.
- Taken against a light and plain background so that the applicant's features are distinguishable and contrast against the background
- Endorsed on the back by a suitable person (see below) – only one of the photos requires this (*). The endorsement should state 'I certify that this is a true likeness of (insert full name of applicant)' or similar and this should be signed, include the name of the person signing in capitals.

Note: Some samples of persons suitable to counter-sign photos submitted with applications are given below, you must not get a relative to sign your photograph;

Doctor, Accountant, Bank or Building Society official, Fire Service Officer, Solicitor or Notary, Local Government Officer, Police Officer, Religious Minister, Optician, Director or Chairman of a Limited Company, Teacher, Councillor.

Photographs may be rejected where:

- Hats, bandanas or other headgear (unless this is associated with religious or ethnic beliefs) are worn
- Sunglasses are worn
- They do not contrast the applicant's facial features against a light background
- The applicant's facial features are undistinguishable
- They are not on photographic paper
- They are of poor quality or are not of the prescribed size
- They are Black and White
- They are not, or are incorrectly, counter-signed
- They do not show applicants full face
- They are not recent and/or do not show a current likeness