

## **Guidance - Photograph Declaration for a Personal Licence Application**

### **The Licensing Act 2003**

The Licensing Act 2003 requires that you submit two photographs with your Personal Licence application, one of which must be endorsed on the reverse with a statement verifying the likeness of the photograph to you by a 'person of a specified description'. Those who are identified as a 'person of a specified description' are :-

- (a) Solicitor.
- (b) Notary.
- (c) A person of standing in the community (Bank or Building Society official, a Police Officer, a Civil Servant or a Minister of Religion).
- (d) An individual with a professional qualification.

In order for the Licensing Authority to be satisfied that the person who has endorsed your photograph meets with these statutory requirements, and to deter fraudulent applications, it is necessary for the following declaration statement to be completed.

We would suggest that the text which is written by the individual who endorses one of your photographs is as follows :-

***'I certify that this is a true likeness of Mr, Mrs, Miss, Ms or other (full name), followed by their signature, full name and details of their 'specified description' e.g. 'Solicitor'.***