

**Guide to photographs for personal licence applications**

You are required to provide two photos of yourself when you make a Personal Licence application.

The photographs must be:

45mm high x 35mm wide (passport size)

Taken against a light background so your features are distinguishable.

Full face, without sunglasses and uncovered unless you wear a head covering because of your religious beliefs.

The counter-signatory must be someone who is known to you, but not a spouse or a relative. The counter-signatory could be one of the following:

* A legal professional or notary
* A person of standing within the community (such as a bank or building society official, a police officer, a civil servant or a minister of religion)
* An individual with a professional qualification.

The full list of occupants that can be a counter-signatory are as followed:

* Accountant
* Articled Clerk of a Limited Company
* Assurance Agent of Recognised Company
* Bank/Building Society Official
* Barrister
* Broker
* Chairman/Director of Limited Company
* Chemist
* Chiropodist
* Christian Science Practitioner
* Commissioner of Oaths
* Councillor: Local or County
* Civil Servant (permanent)
* Dentist
* Engineer (with professional Qualifications)
* Fire Service Official
* Funeral Director
* Insurance agent (full time) of a recognised
* Company
* Journalist
* Justice of the Peace
* Legal Secretary (members and fellows of the
* Institute of legal secretaries)
* Local Government Officer
* Manager/Personnel Officer (of Limited Company)
* Member of Parliament
* Merchant Navy Officer
* Minister of a recognised religion
* Nurse (SRN and SEN)
* Officer of the armed services (Active or Retired)
* Optician
* Person with Honours (e.g. OBE MBE etc)
* Photographer (Professional)
* Police Officer
* Post Office Official
* President/Secretary of a recognised organisation
* Salvation Army Officer
* Social Worker
* Solicitor
* Surveyor
* Teacher, Lecturer
* Trade Union Officer
* Travel Agency (Qualified)
* Valuers and auctioneers (fellow and associate members
* of the incorporated society)
* Warrant officers and Chief Petty Officers

Or persons of similar standing to the above, working or retired, are acceptable as counter-signatories.

**What other requirements must a counter-signatory hold?**

Your counter-signatory must live in the UK and hold a current British or Irish passport.

**On the back of the counter signed photo, please include the following:**

* "I hereby certify that this is a true likeness of (add in the name of the applicant)"
* Signature of the counter signatory
* The printed name of the counter signatory
* The position or job title of the counter signatory
* The date the photo was signed