**Personal Licence Checklist**

Please use this checklist to ensure that you have provided all the required documentation before submitting an application. Incomplete applications will be rejected.

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| 1. Personal Licence Application form
2. Proof of Right to Work in UK (see note 2 of application form for acceptable documents, copy acceptable)
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| 1. Disclosure of Convictions and Declarations form
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| 1. Basic Disclosure dated within 1 month (original must be provided, we cannot accept copies)
2. Accredited licensing qualification certificate (original must be provided, we cannot accept copies)
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| 1. Two passport sized photographs, one of which must be certified as a true likeness of you by a person of standing in the community or an individual with a professional qualification.
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| 1. Payment of £37 fee
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