**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.

|  |  |
| --- | --- |
| 1. Personal Licence Application form 2. Proof of Right to Work in UK (see note 2 of application form for acceptable documents, copy acceptable) | 🞏  🞏 |
| 1. Disclosure of Convictions and Declarations form | 🞏 |
| 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) | 🞏  🞏 |
| 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. | 🞏 |
|  |  |
| 1. Payment of £37 fee | 🞏 |