

## A Your proof of identity

Only fill in sections 3 and 4 if you:

- Hold a NI driving licence issued prior to 1/4/99 and want to apply for a digital tachograph form (you will need to apply also to renew your driving licence)
- Hold a digital tachograph driver card but need to change the name on it, or
- Hold a non-NI driving licence and are applying for your first NI digital tachograph driver card.

If any of the above points refer to you, we need proof of your identity.

Do not send in your passport to verify your identity if it is needed within the next month.

### Documents enclosed to prove your identity

If the documents you provide are not in English, you will need to provide a translation that has been issued in the UK and signed by an official translator.

**A birth certificate or adoption certificate is not absolute proof of your identity, you must also send one of the following documents:**

- your National Insurance card or a letter from the Department for Work and Pensions showing your National Insurance number (the National Insurance number cannot be a temporary number (usually starting with TN))
- a photocopy of the front page of a benefits book or an original letter about a claim for a state benefit
- a P45, P60 or payslip
- a marriage certificate or divorce papers (decree nisi or decree absolute)
- a student-union card, school record or PASS citizen card.

If you have reached State Pension age, you can provide originals of one of the following:

- a bank or building society statement issued in the last three months and showing your pension payment
- a letter from the Department for Work and Pensions confirming you can get the State Pension and showing your National Insurance number

If you would like us to return your identity documents by special delivery, please send us a prepaid, self-addressed, **special delivery envelope**. We cannot guarantee to return your identity documents by a set date.

## B Signing a photo to verify identity

**This section only needs to be filled in by the person verifying your identity if you are sending a photo with your application and you are submitting a UK birth/adoption certificate or evidence of State Retirement Pension (SRP) as proof of identity.**

You must get the back of your photo signed by someone reliable who has known you for at least two years.

**Suitable people who can sign your photo include:**

- Local business people or shopkeepers;
- Librarians;
- Professionally qualified people (for example, lawyers, teachers or engineers);
- Police officers;
- Bank or building society staff;
- Civil servants;
- Ministers of religion;
- Magistrates; or
- Local councillors, MPs, Assembly Members, Members of the Scottish Parliament or Members of the European Parliament.

**We will make checks on people who sign digital tachograph applications.**

## C Your photo

If this is your first application for a digital tachograph driver card, you must enclose a passport sized colour photo.

Your photo must meet the following standards.

### The photo must:

- be taken of the full head;
- have been taken in the last month and be a true likeness of you;
- be free from 'redeye';
- be in sharp focus and clear;
- be free of any reflection or glare from glasses;
- be taken against a light grey or cream background;
- be a colour photo;
- not be damaged, creased, torn or marked; and
- not have any shadow in it.

### You must:

- be facing forward and looking straight at the camera;
- look natural but without any expression – your mouth should be closed and you should not be grinning, frowning or raising your eyebrows;
- have your eyes open;
- not wear sunglasses, tinted glasses or have your hair across your eyes;
- not wear glasses if the frames cover your eyes (we recommend that you remove your glasses);
- not have anything covering your face; and
- not wear a hat or head covering unless this is for a medical or religious reason.

Your head should not fill the full area of the photo or be too small to be seen. The photo is 45mm tall and your head should fill an area of between 29mm and 34mm, an example of this would be a standard passport style photo.

Your application will be returned if the photo you provide does not meet these standards.

## D Proof of your UK address

We cannot issue you with a digital tachograph driver card unless you normally live in the UK.

If you have lived in the UK for less than 185 days in the last 12 months, you must provide proof of your UK address.

We accept the following types of evidence:

- tenancy agreement
- a gas, electricity, water or phone bill issued within the last three months
- a bank statement dated within the last three months
- a tax code notice from HM Revenue & Customs
- a letter from your employer/employment agency
- a work permit.

You must provide at least two documents as proof.