

# LICENSING (SCOTLAND) ACT 2005

## FORM FOR ATTACHMENT AND ENDORSEMENT OF PHOTOGRAPHS FOR APPLICATION FOR GRANT OR RENEWAL OF PERSONAL LICENCE

### What do I do with Photos?

Please **staple** both photographs in the spaces below **after** one of them has been endorsed with a statement verifying the likeness of the photograph to the applicant. Please then ask the person endorsing the photograph to complete the details below.

### Who Can Sign My Photo?

Please see the list overleaf for examples of suitable countersignatories.

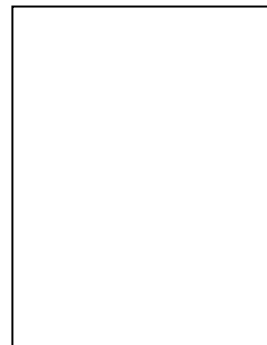
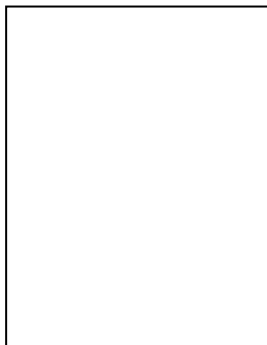
### What Size Should the Photos Be?

Regulations specify 45mm by 35mm which should fit into the spaces below. Standard passport photos are suitable.

### What Will Happen to My Photos?

For Data Protection purposes you are advised that: One photograph will be attached to your personal licence application and returned to you; One photograph will be retained on the Moray Licensing Board file; We may also scan in your photo for storage on computer systems and printing/use on a photocard ID; Your photo may also be uploaded to the National Personal Licence Database.

NB. You should notify us if your appearance significantly changes.



Name of the applicant in the above photograph	
Address of applicant in the above photograph	
Name of the person who has endorsed the back of the photograph	
Address of the person who has endorsed the back of the photograph	
Status/Qualifications of the person who has endorsed the back of the photograph	

Below is a list (taken directly from the Passport Office's website) of persons who are deemed to be suitable to countersign a passport application. It follows that such persons would also be suitable to countersign a photograph for a licence application. In the event that a photograph is signed by someone who does not fall into one of the categories on this list then he/she should clearly indicate their status in the community and any qualifications held.

Accountant	Legal secretary (members and fellows of the Institute of legal secretaries)
Airline Pilots	Local government officer
Articled clerk of a limited company	Manager/Personnel officer (of limited company)
Assurance agent of recognised company	Member of Parliament
Bank/building society official	Merchant Navy officer
Barrister	Minister of a recognised religion
British Computer Society (BCS) - Professional grades which are Associate (AMBCS), Member (MBCS), Fellow (FBCS) (PN 25/2003)	Nurse (RGN and RMN)
Broker	Officer of the armed services (active or retired)
Chairman/director of limited company	Optician
Chemist	Person with honours (e.g. OBE MBE etc.)
Chiropodist	Personal Licensee Holders
Christian Science practitioner	Photographer (professional)
Commissioner of oaths	Police officer
Councillor: local or county	Post Office official
Civil servant (permanent)	President/Secretary of a recognised organisation
Dentist	Salvation Army officer
Designated Premises Supervisors (Licensing Act 2003)	Social worker
Director/Manager of a VAT registered Charity	Solicitor
Director/Manager/Personnel Officer of a VAT registered Company	Surveyor
Engineer (with professional qualifications)	Teacher, lecturer
Fire service official	Trade union officer
Funeral director	Travel agency (qualified)
Insurance agent (full time) of a recognised company	Valuers and auctioneers (fellow and associate members of the incorporated society)
Journalist	Warrant officers and Chief Petty Officers
Justice of the Peace	