

Proof of ID for SAR's

In order for BCC to process your request, you will need to provide two forms of identification, one each from the two columns, evidence of name and evidence of address;

Evidence of name	Evidence of address (dated within last three months)
Current full signed passport	HMRC Tax Credit Document
Resident permit issued to EU nationals by Home Office	Electoral roll check (3)
Current UK/EU photo driving licence (full or provisional) (1)	Most recent mortgage statement
Current Full UK driving licence (old style) (1)	Current Local Authority tax bill
Firearms certificate	Local Authority rent card or tenancy agreement
State Pension or Benefits Book/notification letter (1)	Bank/building society/credit union statement or passbook
Sub-contractors certificate (2)	Utility Bill (not mobile phone)
Birth certificate or Certificate of Registry of Birth or Adoption and proof of change of name if different to birth name.	State Pension or Benefits Book/notification letter (1)
HM Revenue & Customs tax notification	Current UK/EU Photo Driving Licence (1)
	Current Full UK Driving Licence (old style) (1)

(1) These items can be used to evidence address or identity but not both.

(2) For self-employed persons in the construction industry – tax exemption certificate with photograph.

Identification documents must be certified as a “true copy of the original” by a professional person, who should not be related to you such as a bank or building society official, councillor, minister of religion, dentist, chartered accountant, solicitor or notary, teacher or lecturer.

The Post Office offers a service whereby copies of original I.D. documents can be certified as true <http://www.postoffice.co.uk/document-certification-service>.

Note Subject Access Requests to Bristol City Council are free. However for any further copies of the information requested we may charge a reasonable fee based on administrative costs. Also we can charge a ‘reasonable fee’ if a request is manifestly unfounded or excessive, particularly if it is repetitive or otherwise we may refuse to respond.