

## **CERTIFICATE OF IDENTITY**

**(For use with Subject Access Requests under UK GDPR)**

I, \_\_\_\_\_ [Solicitor's Full Name]

of \_\_\_\_\_ [Firm Name]

\_\_\_\_\_ [Firm Address Line 1]

\_\_\_\_\_ [Firm Address Line 2]

\_\_\_\_\_ [Town/City]

\_\_\_\_\_ [Postcode]

Solicitor's Reference Number: \_\_\_\_\_

Law Society Registration Number: \_\_\_\_\_

### **HEREBY CERTIFY THAT:**

#### **1. PROFESSIONAL QUALIFICATION**

I am a qualified solicitor registered with the Solicitors Regulation Authority in England and Wales.

#### **2. PERSONAL INTERVIEW**

On [DATE: \_\_\_\_\_] at [TIME: \_\_\_\_\_]

I personally interviewed and verified the identity of:

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Current Residential Address:

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Postcode: \_\_\_\_\_

#### **3. IDENTITY DOCUMENT VERIFICATION**

I examined and verified the authenticity of the following original identity document(s):

UK Photocard Driving Licence Licence Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

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UK Passport Passport Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

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Other (please specify): \_\_\_\_\_ Document Number: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_

#### **4. ADDRESS VERIFICATION**

I verified the current residential address of the above-named person by examining the following original document(s):

- UK Photocard Driving Licence (address shown on licence)
- Recent utility bill dated: \_\_\_\_\_ Type of bill: \_\_\_\_\_
- Recent bank statement dated: \_\_\_\_\_ Bank name: \_\_\_\_\_
- Recent council tax statement dated: \_\_\_\_\_
- Other (please specify): \_\_\_\_\_ Dated: \_\_\_\_\_

#### **5. PHOTOGRAPHIC VERIFICATION**

I confirm that the photograph on the identity document examined is a true and accurate likeness of the person presenting themselves as the named individual above.

#### **6. PURPOSE OF CERTIFICATION**

This certificate is provided for the purpose of verifying identity when making Subject Access Requests under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

I understand that this certificate will be used to satisfy identity verification requirements when the data subject exercises their right of access to personal data held by data controllers.

#### **7. PROFESSIONAL ATTESTATION**

I have satisfied myself as to:

- The authenticity of the documents examined
- The identity of the person named above
- The accuracy of the information contained in this certificate

I certify that the information provided in this certificate is true and accurate to the best of my knowledge and belief.

#### **SOLICITOR'S SIGNATURE**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: Solicitor

Date: \_\_\_\_\_

#### **FIRM STAMP OR SEAL:**

(Please affix firm stamp or seal here)

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#### **IMPORTANT INFORMATION FOR SOLICITORS**

This Certificate of Identity is designed to help individuals exercise their data protection rights under UK GDPR. The Information Commissioner's Office has confirmed that solicitor-certified identity verification is an acceptable method of proving identity for Subject Access Request purposes.

**Standard of Care:** Please verify identity documents in accordance with your professional standards and anti-money laundering obligations.

**Liability:** By signing this certificate, you are attesting to having examined the original documents and satisfied yourself as to their authenticity and the identity of the individual.

**Typical Fee:** Most solicitors charge £5-£15 for this simple certification service, similar to document witnessing fees.

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#### CERTIFICATE REFERENCE NUMBER

For record-keeping purposes:

Certificate Reference: WPB-CERT-[Year]-[Number]

Example: WPB-CERT-2025-000001

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This Certificate of Identity template was created using guidelines from the Information Commissioner's Office (ICO) and was obtained from an open source document. You have the full right to duplicate, distribute, modify, and use this template for any purpose without restriction.

Open Source Repository: [https://github.com/\[YOUR-USERNAME\]/uk-sar-templates-biometric-data](https://github.com/[YOUR-USERNAME]/uk-sar-templates-biometric-data)

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