

Confirm someone's identity

For some passport applications, HM Passport Office needs someone to confirm the applicant's identity. This helps protect their identity and check the application belongs to the right person.

Who can do this

To confirm someone's identity, you need to be 18 or older and work in or be retired from a recognised profession.

You need to have known the applicant, or the person making their application, personally for at least 2 years – for example as a friend, neighbour or colleague.

You must not be related, in a relationship with or living at the same address as the applicant. You can't do this if you work at HM Passport Office or some areas of UK Visas and Immigration.

What you need

If the applicant lives in and is applying from the UK, you must live in the UK and have a current UK or Irish passport.

If the applicant lives and is applying from outside the UK, you must have a current UK, Irish or other EU, US or Commonwealth passport (in order of preference).

To confirm an adult's identity, you need to confirm their current address and date of birth, including the year.

To confirm a child's identity, you need to confirm the child's date and place of birth, their parent's names and years of birth. You'll also need to confirm the child has links to the address on the application.

How to confirm someone's identity

You need to complete the attached form and return it to the applicant. Please do this as soon as possible. We can't work on the application until their identity is confirmed.

When you complete the form, you need to:

1. Check the applicant's details are correct
2. Check the photo is a true likeness of the applicant
3. Provide your details and how you know the person making this application
4. Sign the declaration

We may check your details and contact you if we have any questions.

