

Confirm someone's identity



HM Passport
Office

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 live in the UK
- and have a current UK passport
- 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.

Example recognised professions can be found on www.gov.uk

Your passport

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).

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.

For more guidance, go to www.gov.uk/check-url-extension

