

ID CHECKLIST

Acceptable ID Documents for Subject Access Requests

Before releasing personal information to an individual under Article 15 of the General Data Protection Regulation, you are required to ensure you are releasing to the correct person.

Applicants should be asked to provide two forms of ID documentation, one being proof of identity and one to confirm address, before any information is released.

Acceptable documentation is listed in the tables below.

Please note: one document from each of the tables below should be provided.

PROOF OF IDENTITY: Acceptable Identity Documents	
-	Current Passport
-	Current Driving Licence
-	National ID Card or other valid documentation relating to immigration status
-	Current Bus Pass

CONFIRMATION OF ADDRESS	
-	Recent Utility Bill
-	Local Authority Council Tax Letter
-	Driving Licence (if not already provided for proof of identity)
-	Bank, Building Society or Credit Union statement
-	Recent Mortgage Statement

Please note: that any solicitor requests should be accompanied by a signed mandate from the patient / client.