



Where an individual does not have existing photographic identification to validate their application, the Photo Referee **must be contacted before proceeding any further** to process the application.

The referee must:

- Have no family or personal relationship with, or live with, the applicant (including that of guardian or foster care)
- Be over 25 years of age
- Provide a daytime, work telephone number, giving confidence that the referee exists and works for a reputable organisation
- Know the applicant and be able to confirm that the applicant is who they claim to be
- Have an occupation that meets the criteria for acceptable Referees who can provide an acceptable countersignature
- Provide a signature on the application form, and also one on the reverse of the photograph which should be endorsed with “I confirm that this is a true likeness of [Applicant’s Name]” and that it is signed and dated by the Referee
- Have no reason to believe that the date of birth is incorrect
- Consent to be contacted if required to confirm any of the details supplied
- Sign the declaration that includes the caution about the penalty for making a false declaration

The Photo Referee section included on the Application Form must be retained for a period of 2 years from the date of application.

### PASS-approved referees

Referees must work in a recognised profession or be “a person of good standing in their community”:

- Accountant
- Airline Pilot
- Articled Clerk of a limited company
- Assurance Agent of recognised company
- Bank/Building Society Official
- Barrister
- Chairman/Director of limited company
- Chiropodist
- Local Councillor
- Civil Servant (permanent)
- Dentist
- Director/Manager/Personnel Officer of a VAT registered company
- Engineer (with professional qualifications)
- Financial Services Intermediary (e.g. Stockbroker or Insurance Broker)
- Fire Service Official
- Funeral Director
- Insurance Agent of a recognised company (full time)
- Journalist
- Justice of the Peace
- Legal Secretary (Associate Member or Fellow of the Institute of Legal Secretaries and PAs)
- Licensee of public house
- Local Government Officer
- Manager/Personnel Officer of limited company
- Member, Associate or Fellow of a professional body
- Member of Parliament/Member of Scottish Parliament
- Merchant Navy Officer
- Minister of a recognised religion
- Nurse (RGN and RMN)

- Officer of the Armed Services
- Optician
- Paralegal (certified Paralegal, qualified Paralegal or Associate Member of the Institute of Paralegals)
- Person with Honours (e.g. OBE, MBE etc.)
- Pharmacist
- Police Officer
- Post Office Official
- President/Secretary of a recognised organisation
- Salvation Army Officer
- Social Worker
- Solicitor
- Surveyor
- Teacher or Lecturer
- Trade Union Officer
- Travel Agent (qualified)
- Warrant Officers and Chief Petty Officers

### Clarification Notes

- Referees no longer have to be contacted at place of work, so long as the LA are happy that the referee meets the requirements
- For many young people, a Youth Worker is the only available referee; however, Youth Workers may not fit into the above categories. Fortunately, in most cases, their manager would match one of the above (e.g. as a manager of a charity). In such cases, follow through the checklist, and then ask to speak to their manager; verify with the manager that the Youth Worker can be trusted, and note the manager’s name and job title on the checklist
- As of 2022, there is no longer a requirement that referees ‘are currently employed’ – a retiree can act as referee if they meet other requirements, such as having an Honour.