



## Checklist

### 1. Proof of identity

We require one valid document from the list below as proof of your identity:

- |                          |                          |                               |                          |
|--------------------------|--------------------------|-------------------------------|--------------------------|
| UK passport              | <input type="checkbox"/> | UK biometric residence permit | <input type="checkbox"/> |
| UK photo driving licence | <input type="checkbox"/> | EEA passport                  | <input type="checkbox"/> |

The EPP licence will be valid for a maximum of three years. If the documentation provided during the application process is valid for less than three years from the date the licence is granted, you will be required to renew your licence once the documentation has expired.

### 2. Certificate of good conduct

Certificate of good conduct

A certificate of good conduct can be issued by the police in the country of your citizenship. It will provide details of your criminal record or show that you don't have one.

If you are currently, or have ever been, a citizen of a country or countries other than Great Britain, you will need to provide a certificate of good conduct from that, or those other countries, alongside your application.

If you are an EEA national (other than British) and reside outside Great Britain, you will need to continually demonstrate your suitability to hold a licence by providing an updated certificate of good conduct every 6 months from the date your licence was issued.

### 3. Proof of address

We require one document from list A and one from list B (dated within the last 3 months):

#### List A

- Bank statement
- Mortgage statement
- Building society statement

#### List B

- |                          |                            |                          |
|--------------------------|----------------------------|--------------------------|
| <input type="checkbox"/> | Credit card statement      | <input type="checkbox"/> |
| <input type="checkbox"/> | Rental agreement (current) | <input type="checkbox"/> |
| <input type="checkbox"/> | Gas or electric bill       | <input type="checkbox"/> |
|                          | Water bill                 | <input type="checkbox"/> |
|                          | Cable and satellite bill   | <input type="checkbox"/> |
|                          | Tax bill                   | <input type="checkbox"/> |
|                          | Mobile phone bill          | <input type="checkbox"/> |
|                          | Telecoms bill              | <input type="checkbox"/> |

## 4. Medical form

If you answered 'yes' to either or both of the questions below you will need to provide a health report from your doctor (GP or equivalent) in the UK or EEA:

1. Have you consulted a doctor, or received professional medical advice or treatment in the last 10 years, for any mental health related problem such as those listed below?
  - suicidal thoughts or self-harm
  - depression
  - mania, bipolar disorder or a psychotic illness
  - a personality disorder
  - any other mental health condition which you would consider to be relevant
2. Have you suffered from, or received treatment for, any drug or alcohol related health problems?

The medical form can be found on the guidance page.

## 5. Countersignatory

You must provide one valid form of identity for your countersignatory from the list below:

- |                          |                          |                               |                          |
|--------------------------|--------------------------|-------------------------------|--------------------------|
| UK passport              | <input type="checkbox"/> | UK biometric residence permit | <input type="checkbox"/> |
| UK photo driving licence | <input type="checkbox"/> | EEA passport                  | <input type="checkbox"/> |

Applicants under 18 years of age will be required to provide a document showing legal guardianship which can include.

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| Full birth certificate (or equivalent) | <input type="checkbox"/> | Guardianship agreement or (equivalent)            | <input type="checkbox"/> |
| Adoption certificate (or equivalent)   | <input type="checkbox"/> | Parental responsibility agreement (or equivalent) | <input type="checkbox"/> |

Please ensure that all documents have been countersigned correctly. Further guidance can be found online in the document 'How do I get my documents countersigned' located on the guidance page.

**Countersigned documents will need to be scanned and ready to upload. You will not be able to upload scanned documents that are larger than 200 KB.**