

Metro

Metals

BURNLEY LTD

1 December 2013

Identity checks – what's needed

Clear guidance has now been issued by the Home Office advising that it is necessary to verify all drivers' identity regardless of whether they own the scrap, are employed directly by the owner, or are a haulage company.

In order to verify a person's name and address, it will be sufficient for us to refer to one of the following documents:

- A valid Great Britain or Northern Ireland photo-card driving licence; or
- A valid UK passport; or
- A valid passport issued by a European Economic Area State; or
- A valid UK biometric immigration document;

Provided the document referred to contains the person's full name, photograph and residential address;

If however the above documents do not have the person's residential address on, one of the following supporting documents containing the person's full name and residential address may be used. Provided that the date on which the supporting document was issued is not more than 3 months old:

- A bank or building society statement;
- A credit or debit card statement;
- A council tax demand letter or statement;
- A utility bill (e.g. gas, electricity, water), but not mobile phone bill

All records are securely saved on our server. Metro Metals (Burnley) Ltd is registered with the Information Commissioners Office, in order to comply with the Data Protection Act 1998. Full details of our obligations in accordance with the Data Protection Act 1998 are available on request.