

### Proof of ID for SAR's

In order for Bristol City Council to process your request, you will need to provide two forms of identification, one each from the two columns, evidence of name and evidence of address;

Evidence of name	Evidence of address (dated within last three months)
Current full signed passport	HMRC Tax Credit Document
Resident permit issued to EU nationals by Home Office	Electoral roll check
<b>Current UK/EU photo driving licence (full or provisional) (1)</b>	<b>Most recent mortgage statement</b>
<b>Current Full UK driving licence (old style) (1)</b>	Current Local Authority tax bill
Firearms certificate	Local Authority rent card or tenancy agreement
State Pension or Benefits Book/notification letter (1)	Bank/building society/credit union statement or passbook
Sub-contractors certificate (2)	Utility Bill (not mobile phone)
Birth certificate or Certificate of Registry of Birth or Adoption and proof of change of name if different to birth name.	State Pension or Benefits Book/notification letter (1)
HM Revenue & Customs tax notification	<b>Current UK/EU Photo Driving Licence (1)</b>
	<b>Current Full UK Driving Licence (old style) (1)</b>

(1) These items can be used to evidence address or identity but not both.

(2) For self-employed persons in the construction industry – tax exemption certificate with photograph.

Please email original documents to [subjectaccessrequest@bristol.gov.uk](mailto:subjectaccessrequest@bristol.gov.uk).

Alternatively, you can visit the Temple Street offices located at 100 Temple Street, Bristol, BS1 6AG by appointment only. To make an appointment, please email [subjectaccessrequest@bristol.gov.uk](mailto:subjectaccessrequest@bristol.gov.uk).

Please note, Subject Access Requests to Bristol City Council are free. However, for any further copies of the information requested, we may charge a reasonable fee based on administrative costs. Also we can charge a 'reasonable fee' or refuse to respond if a request is manifestly unfounded or excessive, particularly if it is repetitive.