



Joseph Leckie Academy

Countersigning Policy

This policy is reviewed annually

History of Document

Approved by Governors: June 2020
Review date for Document: June 2021

Policy Aims

The aim of this policy is to clarify the Academy's position on countersigning passport/citizenship/finance application and renewal forms for parents and students.

Countersigning Passports/Citizenship Forms/Finance Application Forms

At Joseph Leckie Academy we take the privacy and protection of personal data of our students, parents and staff seriously and we are committed to protecting it.

Where a member of staff completing the form has to write down their own personal information i.e. home address and passport number, by sharing this personal information with parents/students the member of staff would be in breach of the Staff Code of Conduct. Therefore, the Academy has a policy **not** to countersign for parents or students where they are required to give their home address. Where staff meet the criteria below staff may choose whether or not they complete forms where passport numbers only are required, for example in the case of student finance application forms for Post 16 students.

Please see below for requirements of a countersignatory and a list of other accepted occupations for countersignatories that you may ask.

A countersignatory is someone who can confirm your identity. They need to confirm that, to the best of their knowledge, the details you have given in your application are correct, and they must also confirm that the photo is of you. The countersignatory must: ☐

- have known you personally for at least 2 years (and the adult who signed the form if the passport is for a child under 16), for example, a friend, neighbour or colleague, and **not** someone who is related to you or only knows you professionally
- be a professional person (please see the list below for examples)
- live in the UK and hold a British or Irish passport which has not run out.

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|--|---|
| - Accountant | - Manager or personnel officer of a limited company |
| - Airline pilot | - Member, associate or fellow of a professional body |
| - Articled clerk of a limited company | - Member of parliament |
| - Assurance agent of recognised company | - Merchant navy officer |
| - Bank or building society official | - Minister of a recognised religion |
| - Barrister | - Nurse (RGN or RMN) |
| - Chairman or director of a limited company | - Officer of the armed services |
| - Chiropodist | - Optician |
| - Commissioner for oaths | - Paralegal |
| - Councillor, for example local or county | - Person with honours, for example an OBE or MBE |
| - Civil servant (permanent) | - Pharmacist |
| - Dentist | - Photographer (professional) |
| - Director, manager or personnel officer of a VAT-registered company | - Police officer |
| - Engineer with professional qualifications | - Post office official |
| - Financial services intermediary | - President or secretary of a recognised organisation |
| - Fire service official | - Salvation army officer |
| - Funeral director | - Social worker |
| - Insurance agent (full time) of a recognised company | - Solicitor |
| | - Surveyor |
| | - Teacher or lecturer |

- Journalist
- Justice of the peace
- Legal secretary
- Licensee of a public house
- Local government officer
- Trade union officer
- Travel agent (qualified)
- Valuer or auctioneer
- Warrant Officers and Chief Petty Officers

For further details please visit <https://www.gov.uk/>