

From January 2014 this service will replace the paper application form as the only way to apply for a new licence. Most applicants will not have to post valuable documents and supply a photograph, which can be costly and inconvenient.

First register on our website – www.sia.homeoffice.gov.uk/apply and click on the register / log in link. Your username and password will be e-mailed to you.

Then log in and fill out your application. You will receive an e-mail with your application reference number and told which identity and other documents to take to a Post Office.

You should keep your application reference number safe as you will not be able to complete an application without it.



The Post Office will

- check your application reference number
- check and return your documents,
- take a digital photograph of you,
- take an electronic version of your signature, and
- take payment of the application fee.

You will not be charged by the Post Office for using the service.



The Post Office will send your photograph and signature to the SIA electronically.

The SIA will continue with its checks.

The SIA aims to process a minimum of 80% of all correctly completed applications within 25 working days.

