



## **Procedure for confirming & recording the identity of each learner (photo ID)**

### **Procedure for Confirming and Recording Learner Identity**

This document outlines the process for verifying and recording the identity of each learner using a photo ID form. The procedure ensures compliance with regulatory requirements and institutional policies.

#### **Step 1: Request for Photo ID**

1. Learners must provide a valid, government-issued photo ID upon enrollment. Acceptable forms of ID include:
  - Passport
  - National ID Card
  - Driver's License
  - Other official photo identification as approved by the institution.
2. Learners are informed about this requirement during the enrollment process via email, enrollment forms, and orientation materials.

#### **Step 2: Verification of Identity**

1. An authorized staff member will:
  - Check the photo on the ID matches the learner's physical appearance.
  - Verify the name on the ID matches the name provided on the enrollment form.
  - Ensure the ID is valid and not expired.
2. In cases where the learner's appearance has significantly changed, additional documentation may be requested.

#### **Step 3: Recording of ID Details**

1. The authorized staff member will complete a **Photo ID Verification Form** with the following details:
  - Learner's full name.

- Type of ID provided (e.g., Passport, Driver's License).
  - ID number (if applicable).
  - Expiry date of the ID.
  - Verification date.
  - Name and signature of the verifying staff member.
2. A copy of the photo ID will be securely stored in the learner's file in compliance with data protection regulations.

#### **Step 4: Confirmation of Identity**

1. Once the ID verification process is complete, the learner's identity will be confirmed in the institution's records.
2. Learners will receive a confirmation email or notification indicating successful verification.

#### **Step 5: Handling Exceptions**

1. If a learner cannot provide a valid photo ID, they must:
  - Submit alternative documentation, such as a birth certificate and a signed affidavit, for consideration.
  - Complete an additional verification process as determined by the institution.
2. Any exceptions or escalations must be documented and approved by a senior staff member.

#### **Step 6: Data Protection and Confidentiality**

1. All records, including copies of photo IDs and verification forms, will be stored securely in compliance with GDPR and other applicable regulations.
2. Access to these records will be restricted to authorized personnel only.

#### **Institution Authorization**

**Name of Authorized Officer:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_