



## HMP Wormwood Scrubs Social Visits ID Requirements

All visitors to HMP Wormwood Scrubs will be required to provide proof of identification before entry is granted. The establishment will not allow entry if identification cannot be satisfactorily established.

In setting the ID requirement it has been necessary to strike a balance between the need to satisfactorily establish the identity of any visitors against preventing visitors entry to the establishment because they are not in possession of sufficient identity documents. It is recognised that in exceptional circumstances, there may be occasions where visitors are genuinely unable to meet the ID requirements. In these instances, visitors should make a written application to the Governor explaining their circumstances. It should be noted that exceptional permission such as this will only be granted in advance of a visit, and visitors should not expect exceptional permission to be granted on the day of the visit.

<b>List A</b>	<b>List B</b>
<p><b>Visitors may identify themselves using one of the following:</b></p> <ol style="list-style-type: none"> <li><b>1. passport, including foreign passports, and time expired passports where the photograph is still recognisable;</b></li> <li><b>2. identity card (including European identity cards);</b></li> <li><b>3. driving licence;</b></li> <li><b>4. benefits book;</b></li> <li><b>5. senior citizen's public transport photo pass issued by local authority;</b></li> <li><b>6. employer's or student ID card but only if this clearly shows the name of the visitor and the employer or educational establishment, and has a photograph or signature which can be compared with the visitor's appearance or signature</b></li> </ol>	<p><b>If the visitor is unable to produce one from List A, staff may accept combinations of <u>two or more</u> of the following:</b></p> <ol style="list-style-type: none"> <li><b>1. birth/marriage certificate;</b></li> <li><b>2. cheque book or credit/debit card (counts as one: do not accept as two);</b></li> <li><b>3. employer's pass or ID or student ID card without photo</b></li> <li><b>4. young person's 'proof of age' card;</b></li> <li><b>5. trade union or National Students' Union membership card;</b></li> <li><b>6. rent book;</b></li> <li><b>7. foreign identity or residents' card (other than EC ID cards acceptable in their own right);</b></li> <li><b>8. expired documents from the above lists that appear satisfactory in other ways;</b> <b>and</b></li> <li><b>9. ID card from a recognised prison visitors' organisation (e.g. New Bridge); the name on the card may differ from that on the VO, but provided the visitor has other identification to back up the ID card, and provided staff have no reason to doubt their bona fides, then this will form acceptable identification, and Citizen Card.</b></li> </ol> <p><i>Staff retain discretion to accept any other forms of identification, singly or in combination, that clearly identify the visitor in a satisfactory way. (PSI 15/2011)</i></p>



## HMP Wormwood Scrubs Official Visits ID Requirements



### Acceptable forms of identification – Professional visitors

The following documents are examples of forms of acceptable identification for professional visitors;

1. **Members of either House of Parliament: Houses of Parliament ID card;**
2. **Legal advisers: identity card issued by firm/chambers, or introductory letter on headed letter paper of firm/chambers;**
3. **Police, UK Border Agency and HM Revenue & Customs officers: warrant card;**
4. **Probation officers: probation department ID card;**
5. **Staff from other prisons, HQ or Home Office staff: Ministry of Justice, Prison Service, or Home Office photo security pass;**
6. **Consular officials: consular ID card;**
7. **Other public officials: departmental or local authority pass or ID card (but only if it shows the name of the visitor and the name of the department or local authority);**
8. **Social workers identification cards :**
9. **Researchers: Security Photo pass or official letter (*visits must be pre-arranged*), and**
10. **NHS photographic identification badge/card. Independent sector healthcare photographic identification badge/card.**

***If visits staff have doubts as to the authenticity of letters of introduction or employers ID cards, they may decide to telephone the organisation concerned, using the Directory of Solicitors and Barristers.***