



# CSS 6 Contractors Acceptable Forms of Identification

Issued: October 2019

## STANDARD: CONTRACTORS ACCEPTABLE FORMS OF IDENTIFICATION

### APPLICABILITY:

- **All Affected Properties and Staff**

The FM Provider will ensure all External Companies are made aware of acceptable forms of identification required by their employees prior to arrival and entry into HMP Establishments.

- Passport, including foreign passports, and time expired passports where the photograph is still recognisable
- EU identity card
- Driving licence
- Birth/marriage certificate
- Rail or bus pass with photo

#### Contractors (Entry Procedures)

Local procedures may differ dependant on category of Prison Establishment

##### (i) Contractors

- Contractors will on initial arrival produce photographic ID or personal ID to a nominated person and nature of work verification before entry to the establishment is granted. The person will be escorted by a member of the FM Staff at all times.
- Biometric ID cards /official visitors pass will be issued on entry and MUST be visible and attached to the person at all times.
- The pass must be returned to the Gate on exit.

##### (ii) Contractors One Day Clearance

The FM provider will ensure prior to the arrival of contractors the company are informed of acceptable forms of Identification which will allow access to HM Prison Establishments. The FM Provider will ensure Contractors requiring entry for a short period will on arrival produce photographic ID or personal ID to a nominated person and nature of work verification before entry to the establishment is granted.

- The contractor will be issued with an official visitors pass on entry this MUST be visible and attached to the person at all times. (Local procedures may differ)
- The person will be escorted by a member of the FM Staff at all times.
- The pass must be returned to the Gate on exit.

**Contractors who cannot produce acceptable forms of identification or contravene any of the laid down guidelines will be refused admission**