Ashford Business Services Ltd

Locksmith customer ID verification form

Record of identity and authority checks - completed before any entry work begins.

Verification

Date and time	9 November 2026
Job address	14 Oakfield Road, Birmingham B17 9JH
Customer name	Sarah Mitchell
ID type seen	Driving licence / passport / utility bill
ID reference	Licence number - last 4 digits only
Authority to enter	01632 960 123
How authority confirmed	Photo id matches / neighbour vouch / agent called

Declaration

I confirm I have verified the customer's identity and their right to enter this property before carrying out any work.

Sign-off

Locksmith	Customer	Date