[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Locksmith customer ID verification form

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

Verification

Date and time	[Date, time]
Job address	[Full address]
Customer name	[Full name]
ID type seen	[e.g. driving licence / passport / utility bill]
ID reference	[e.g. licence number - last 4 digits only]
Authority to enter	[e.g. owner / tenant - landlord consent confirmed by phone]
How authority confirmed	[e.g. 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