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## Do you have a Personal Licence?

If not please contact UBS HO Licencing

01223 339900 or ubsHOLicencing@admin.cam.ac.uk

#### This is <u>NOT</u> a Personal Licence



This is the certificate you receive after attending a Home Office Personal Licence course

#### This <u>IS</u> a Personal Licence



These are the Instructions on how to apply for and amend your Personal Licence

OFFICIAL



Quick Start Guide for Applicants

### **Common Personal Licence problems**

- Thinking your training certificate is your Personal Licence
- Forgetting to amend your Personal Licence
- Doing procedures without a Personal Licence
- Forgetting to check Project Licence authority