

NAMING CONVENTIONS AND FILE FORMATS FOR APPLICATIONS AND ATTACHMENTS

APPLICATION FORM- PDF DOCUMENT

DATE-MDP APPLICATION-SURNAME-FIRST NAME-STATION-OSP

For example:

20230313-MDP APPLICATION-SMITH-JOHN-CLYDE-OSP

20230313-MDP APPLICATION-BROWN-SARAH-AWE-OSP

Must be returned as a PDF document – attached to email.

OTHER ATTACHMENTS- WORD OR PDF DOC FORMATS

DATE-MDP APPLICATION-SURNAME-FIRST NAME-PHOTO-OSP

DATE-MDP APPLICATION-SURNAME-FIRST NAME-DRIVING LICENCE-OSP

DATE-MDP APPLICATION-SURNAME-FIRST NAME-DVLA SUMMARY-OSP

DATE-MDP APPLICATION-SURNAME-FIRST NAME-PASSPORT-OSP

DATE-MDP APPLICATION-SURNAME-FIRST NAME-QUALIFICATIONS-OSP

DATE-MDP APPLICATION-SURNAME-FIRST NAME-TATTOOS-OSP

DATE-MDP APPLICATION-SURNAME-FIRST NAME-DEED POLL-OSP

DATE-MDP APPLICATION-SURNAME-FIRST NAME-PHOTO-OSP

DATE-MDP APPLICATION-SURNAME-FIRST NAME-CONTINUATION SHEET-OSP

DATE-MDP APPLICATION-SURNAME-FIRST NAME-COP ONLINE PASS-OSP

Any other documents, use same convention with title of document at the end as shown above