



In order to fulfil the requirements of the DCSF Safeguarding Children & Safer Recruitment in Education guidance, **all** candidates must now have their identity confirmed. Therefore, please bring with you to the interview your passport (preferred option) or current driving licence photo card (full or provisional). If you do not have a passport or current driving licence photo card please bring a recent, clear, passport-sized photograph (your costs are non-refundable). The photo will be signed by a designated member of the appointing panel to confirm that it is a true likeness. If you are successful the photograph will be retained on your personal file; if you are unsuccessful you may request that it be returned. If you do not provide a photograph at the pre-interview, then the panel may take the decision that you will no longer be considered for the post.

**As part of the clearance process you are required to complete a Disclosure Application Form. Please bring your original birth certificate and the following original documents to the interview in order to confirm your identity and current address and to meet the requirements of the Disclosure and Barring Service:**

## Acceptable Identification—What documents does the applicant need to provide?

<b>Route 1</b>	<p>All applicants must initially be considered for Route 1.</p> <p>Can the applicant produce a Group 1 document? If yes, then the applicant must produce <b>3</b> documents:</p> <p>1 document from Group 1 <b>and</b> 2 further documents from Group 1, 2a or 2b; one of which must verify their current address.</p>
<i>or</i>	
<b>Route 2</b>	<p>The applicant must produce:</p> <p><b>3</b> documents from Group 2 comprising of:</p> <p>1 document from Group 2a <b>and</b> 2 further documents from Group 2a or 2b; one of which must verify their current address. <b>(The organisation conducting the ID check must then also use an appropriate external ID validation service to check the applicant).</b></p>
<i>or</i>	
<b>Route 3</b>	<p>The applicant must produce:</p> <p>Birth certificate <b>and</b> 4 further documents from Group 2 comprising of:</p> <p>1 document from Group 2a <b>and</b> 3 documents from Group 2a or 2b; one of which must verify their current address.</p>

## List of Valid Identity

<b>Group 1</b>	<p><b>Passport</b> (any current and valid passport).</p> <p><b>Current driving licence photo card — (Full or provisional)</b> - UK, Isle of Man, Channel Islands and EEA. From 8 June 2015, the paper counterpart to the photo card driving licence will not be valid and will no longer be issued by DVLA.</p> <p><b>Birth Certificate</b> (issued within 12 months of birth) – UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example Embassies, High Commissions and HM Forces.</p> <p><b>Biometric Residence Permit</b> (UK).</p> <p><b>Adoption Certificate</b> (UK and Channel Islands).</p>
<b>Group 2a</b>	<p><b>Marriage Certificate/Civil Partnership Certificate</b> (UK and Channel Islands).</p> <p><b>Current driving licence photo card — (full or provisional)</b> - All countries outside the EEA (excluding Isle of Man and Channel Islands).</p> <p><b>Current driving licence (full or provisional) - paper version (if issued before 1998)</b> - UK, Isle of Man and Channel Islands and EEA.</p> <p><b>Birth Certificate (issued after time of birth)</b>, UK, Isle of Man and Channel Islands).</p> <p><b>Immigration document, visa or work permit</b> - Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based.</p> <p><b>HM Forces ID Card</b> (UK).</p> <p><b>Fire Arms Licence</b> (UK, Channel Islands and Isle of Man).</p>

**Group 2b**

**Mortgage Statement \*\*** (UK or EEA)  
**Bank or Building Society Statement \*** (UK and Channel Islands or EEA).  
**Bank or Building Society Statement \*** (Countries outside the EEA)  
**Bank or Building Society account opening confirmation letter \*** (UK)  
**Credit Card Statement \*** (UK or EEA).  
**Financial Statement \*\*** (e.g. Pension, Endowment) (UK).  
**Council tax Statement \*\*** (UK and Channel Islands).  
**P45/P60 Statement\*\*** (UK and Channel Islands).  
**Letter of Sponsorship from future employment provider** (Non-UK/Non-EEA only – valid only for applicants residing outside UK at the time of application).  
**Utility Bill \*** (electricity, gas, water, telephone (not mobile telephone bill)).  
**Benefit Statement\*** (e.g. Child Allowance or Pension) (UK).  
**A Document from UK Central/Local Government/Government Agency Local Authority giving entitlement \*** (UK and Channel Islands).  
(e.g. from Department for Work and Pensions, the Employment Service, Customs and Revenue, Job Centre, Job Centre Plus, Social Security).  
**EEA National ID Card.**  
**Cards carrying the PASS accreditation logo** (UK Isle of Man and Channel Islands).  
**Letter from Headteacher or College Principal (16/19 year olds in F/T education)** – (only used in exceptional circumstances when all other documents have been exhausted).

\* Document should be less than 3 months old

\*\*Issued within past 12 months

Under Safer Recruitment Regulations candidates will not be able to attend for interview unless these checks have been completed on the first day of the interviews.