



Identify Checking

In order to verify your right to live and work in the UK and to allow us to undertake the relevant DBS checks you need to provide us with the documents outlined below for either Route One, Route Two or Route Three.

Route One (preferred) - **One** document from group 1, and **two more** documents from groups 1 or 2a or 2b. One of the documents must **verify current address**.

Route Two - **Three** documents from group 2, comprising **one** document from group 2a and **two** further documents from group 2a or 2b. **One document must verify current address**.

Route Three - if Route One or Two is not possible, then you must explain the reasons to us. In particular, previous changes of name must be declared. You must produce a certified copy of a UK Birth Certificate. You must produce a further four documents, one from group 2a, and a further three from group 2a or 2b, one of which must confirm your current address.

All name changes must be evidenced, for example through a Marriage Certificate or a Deed Poll document.

Acceptable Identity Documents

Group 1 - Primary Trusted Identity Credentials

- Current valid passport
- Biometric residence permit (UK)
- Current driving Licence Photocard full or provisional (UK, Isle of Man and Channel Islands)
- Birth certificate (UK & Channel Islands) – issued within 12 months of birth including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- Adoption certificate (UK and Channel Islands)

Group 2a – Trusted Government / State Issued Documents

- Current driving licence photocard full or provisional (All countries outside of the UK (excluding Isle of Man and Channel Islands))
- Current driving licence full or provisional (UK, Isle of Man and Channel Islands) paper version – issued before 1998
- Birth certificate (UK, Isle of Man and Channel Islands) – issued after the time of birth
- Marriage/civil partnership certificate (UK and Channel Islands)
- Immigration document, visa or work permit – Issued by a country outside of the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa must relate to the non-UK country in which the role is based
- HM Forces ID Card (UK)
- Firearms licence (UK, Isle of Man and Channel Islands)

Group 2b – Financial and Social History Documents

- Mortgage statement (UK)**
- Bank/building society statement (UK and Channel Islands)*
- Bank/Building society statement from outside of the UK. Branch must be in the country where the applicant lives and works*
- Bank / building society account opening confirmation letter (UK)*
- Credit card statement (UK)*
- Financial statement - e.g. pension, endowment (UK)**
- P45/P60 statement (UK & Channel Islands)**
- Council Tax statement (UK & Channel Islands) **
- Letter of sponsorship from future employment provider (non UK only)- valid only for applicants residing outside UK at time of application. Must still be valid
- Utility bill (UK)* – Not Mobile Telephone
- Benefit statement (UK)* - e.g. Child Benefit, pension
- A document from central/local government/government agency/ local council giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service, HMRC
- Valid EEA National ID Card
- Valid Irish Passport Card – cannot be used with an Irish passport
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)
- Letter from a head teacher or college principal – 16 to 19 year olds in full time education. Only to be used in exceptional circumstances if other documents cannot be provided

Note - If a document in the list of valid identity documents is: denoted with:

* - it should be issued in the past three months

** - it should be issued within the past 12 months

not denoted – it can be more than 12 months old