



## LIST OF VALID IDENTITY DOCUMENTS

Revised December 2018

All applicants must provide original and valid proof of identity documents from the lists below.

**The majority of applicants will have id for Route 1 which is Passport, Driving Licence and Birth Certificate).**

**Route 1 – can an applicant produce one document from Group 1? If “Yes” then they must provide a further 2 documents either from Group 1 or Group 2.**

*If the applicant cannot produce a Group 1 document then go to Route 2 but note that Route 1 options should be exhausted before moving to Route 2.*

**Route 2 – 3 documents are required from Group 2, 1 from Group 2a and 2 further documents from either Group 2a or 2b, one must verify their current address.**

**Route 3 – the applicant must provide a certified copy of a UK birth certificate and 4 further documents, 1 from Group 2a and 3 more from Group 2a or Group 2b.**

*If an applicant fails to produce the required documentation at Route 2 then they will have to attend a fingerprint test which will delay the application process.*

**You are checking that their name, date of birth and current address match the documents provided.**

## Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - 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
Adoption certificate	UK and Channel Islands

## Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	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
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

All driving licences must be [valid](#).

## Group 2b: Financial and social history documents

Bank or building society statement	Countries outside the EEA	
	Issued in last 3 months - branch must be in the country where the applicant lives and works	
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3

		months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card	-	Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid