

Acceptable Identity Documents

Group 1: Photographic ID

Please indicate which of the following documents you can provide.

If you have a passport, we recommend you use this as an ID document, as it also satisfies the requirement to prove you have Right to Work in the UK.

All documents must be 'valid'. For instance: they must show the name you currently use, addresses you currently live at and, if they contain an expiry date, must not be expired.

- ☐ Passport
- ☐ Biometric Residence Permit (UK) - No time limit
- ☐ Biometric Residence Permit (UK) - time limited
- ☐ Driving licence - Photo Card (UK, IoM or CI)
- ☐ Current EEA Photo Driving Licence
- ☐ Non-UK/EEA Photo Driving Licence - Current
- ☐ PASS logo document
- ☐ HM Forces ID Card
- ☐ EEA National ID card
- ☐ Immigration Status Document - REFUGEES ONLY

Note: If you can only provide the following from Group 1 Driving licence - Photo Card (UK, IoM or CI), Current EEA Photo Driving Licence, Non-UK/EEA Photo Driving Licence – Current, PASS logo document, HM Forces ID Card, you will also need to provide documentation which proves that you have the Right to Work in the UK. Please see Right to Work Documentation Group 4

Group 2: Confirmation of Address

Documentation from group 2 must show your current address.

- ☐ Driving licence - old-style paper licence (must be UK)
- ☐ Bank statement (UK/EEA) - less than 3 months old
- ☐ Bank statement (UK/EEA) - Different Company
- ☐ Benefit Statement/Book (UK and less than 3 months old)
- ☐ Financial Statement (UK only)
- ☐ Benefit Statement/Book (3 to 12 months old)
- ☐ Council Tax Statement
- ☐ Credit Card Statement (UK/EEA) - less than three months old

- ☐ Electoral Register confirmation
- ☐ HMRC tax notification (not P45 / P60)
- ☐ HMRC tax notification (not P45 / P60)
- ☐ Mortgage statement (UK or EEA)
- ☐ Rent Card or Tenancy Agreement
- ☐ Utility bill - less than 3 months old (UK)
- ☐ Utility bill - 2nd Supplier - less than 3 months old

Group 4: Right to Work Documentation

If you have only been able to provide the following from group 1 Driving licence - Photo Card (UK, IoM or CI), Current EEA Photo Driving Licence, Non-UK/EEA Photo Driving Licence – Current, PASS logo document, HM Forces ID Card, we will also need to see some documentation which proves that you have the Right to Work in the UK. Please indicate which one of the documents listed below you can provide.

- ☐ A Registration Certificate
- ☐ UK birth or adoption certificate (with other docs)
A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents **together with** an official document giving the persons permanent National Insurance number and their name issued by a Government agency or a previous employer.
- ☐ CI / IoM / Ireland birth certificate (with other docs)
A certificate of registration or naturalization as a British citizen **together with** an official document giving the persons permanent National Insurance number and their name issued by a Government agency or a previous employer.
- ☐ Certificate of British Citizenship (with other docs)
A certificate of registration or naturalization as a British citizen **together with** an official document giving the persons permanent National Insurance number and their name issued by a Government agency or a previous employer.
- ☐ EEA family member residence card
- ☐ Positive Verification Notice

Recently Left Education?

Please only provide documents from this section if you have recently left education, and you're unable to provide the required number of documents from Group 2.

Group 5: Recent Education Leavers

In addition to the photographic personal identification from Group 1, two of the following documents should be provided as sufficient proof of your identity:

- ☐ Birth cert - Full (UK&CI only) issued at the time of birth
- ☐ Birth certificate (UK/CI only) Copy issued AFTER 12 moths
- ☐ Government or Local Authority Letter - less than 3 months old
- ☐ LEA Grant letter or Student Loan Agreement
- ☐ Exam certificates
- ☐ Letter from Head Teacher or College Principal
- ☐ NI number

Recently Changed Name?

Please make sure that all documentation shows the name that you used on your application. If you have recently changed your name, and are unable to provide any ID documents with this new name, then you will also need to provide documentary evidence for the name change such as:

- Marriage/Civil Partnership certificate
- Decree Absolute/Civil Partnership Dissolution certificate
- Deed Poll certificate