

LIST OF VALID IDENTITY DOCUMENTS

Please produce 3 documents

- 1 document from Group 1 and
- 2 further documents from Group 1, 2a or 2b; The combination of documents presented must confirm the applicants name and date of birth

from the following lists:

Group 1 – Primary Trusted Identity Credentials

Passport	Any current and valid passport - A UK passport can be expired up to a maximum of 6 months.
e-Visa	Accessed via the 'View and Prove' service. The share code requested by the applicant should be an 'immigration status' share code. If you do not have a UKVI account to access your eVisa you can create you can create one online (Get access to your online immigration status (eVisa) - GOV.UK)
Biometric residence permit	UK. A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP. BRP holders should be encouraged to create an account and access their eVisa
Application Registration Card (ARC)	Issued by the Home Office. Must be checked against the Home Office Employer Checking Service .
Current driving licence photocard - (full or provisional)	Current and valid photocard driving licence issues by 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 e.g. 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)	Current and valid - All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before March 2000)	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
HM Forces ID card or HM Armed Forces Veteran card	UK
Firearms licence	UK, Channel Islands and Isle of Man
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/permit must relate to the non UK country in which the role is based.

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Group 2b – Financial/Social History Document

Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you.	UK and Channel Islands -	Issued in last 3 months
Bank or building society statement (branch must be in the country where the applicant lives and works)	Countries outside the UK	Issued in the last 3 months
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, e.g. pension or endowment	UK	Issued in last 12 months
P45 or P60 statement Cannot on-line document	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider (valid only for applicants residing outside of the UK at time of application)	Non-UK only	Must still be valid
Utility bill Cannot be printed from an online account	UK – not mobile telephone bill	Issued in last 3 months
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government/government agency/local council document giving entitlement, e.g. DWP, the Employment Service, HMRC i.e a letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc	UK and Channel Islands	Issued in last 12 months
HMRC self-assessment letters or tax demand letter	UK	Issued in last 12 months
European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)	UK	Must still be valid
EEA National ID card		Must still be valid
Irish Passport Card – Cannot be used with an Irish Passport		Must be valid
Cards carrying the PASS accreditation logo Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details.	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher, college principal or apprenticeship provider (Only used in exceptional circumstances)	UK – for 16 to 19 year olds in full time education or on an apprenticeship	Issued in the last month

Further Information on ID Check can be found at [ID checking guidelines for Standard/Enhanced DBS check applications from 22 April 2025 - GOV.UK](#)