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 some documents. You will need to provide 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*****. If you are not an EU national, then you must be validated through Route One only.***
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 the id checker. In particular, previous changes of name must be declared. You must produce a certified copy of a UK Birth Certificate – all copies of UK birth certificates state 'certified copy' when issued by the General Records Office. You must produce a further four documents, one from group 2a, and a further three documents from group 2a or 2b, one of which must confirm your current address.

All name changes must be evidenced, for example though 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 (UK/EU) (Full or provisional) Isle of Man/Channel Islands
- Birth Certificate (UK & Channel Islands) - issued at the time of birth. Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- Adoption Certificate (UK and Channel Islands). Documents Required

Group 2a – Trusted Government / State Issued Documents
- Current UK Driving licence (old style paper version)
- Certified copy of Birth Certificate (UK and Channel Islands) – issued after the time of birth by Registrars. Photocopies not acceptable.
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)

Group 2b – Financial and Social History Documents
- Fire Arms Licence (UK and Channel Islands) Group 2b – Financial / Social History Documents
- Mortgage Statement (UK or EEA)**
- Bank/Building Society Statement (UK or EEA)*
- Bank / Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)*
- Financial Statement - e.g. pension, endowment, ISA (UK)**
- P45/P60 Statement (UK & Channel Islands)**
- Council Tax Statement (UK & Channel Islands) **
- Work Permit/Visa (UK) (UK Residence Permit) **
- Letter of sponsorship from future employment provider (non UK, non EEA only)- valid only for applicants residing outside UK at time of application.)
- Utility Bill (UK)* – Not Mobile Telephone
- Benefit Statement* - e.g. Child Allowance, Pension
- A document from Central/Local Government/Government Agency/ Local Authority giving entitlement (UK & Channel Islands)* - e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK)
- Letter from Head Teacher or College Principal (16/17 year old in full time education. Only to be used in exceptional circumstances when no other documents available.)

Note - If a document in the list of valid identity documents is: denoted with:
* - it should be less than three months old
** - it should be issued within the past 12 months
not denoted – it can be more than 12 months old