

Acceptable Documents to Establish Identification and Residency.

List A – acceptable documents to establish ID.

Group 1 – if you can produce one document from this group then ID will be established	
1	A passport (current or expired) showing that the holder is a British citizen or a citizen of the UK and colonies having the 'right of abode' in the UK
2	A passport or national identity card (current or expired) showing that the holder is a national of the European Economic Area or Switzerland
3	A registration certificate or document (current or expired) certifying or indicating permanent residence issued by the Home Office, to a national of the European Economic Area country or Switzerland
4	A 'permanent' residence card, 'indefinite leave to remain', 'indefinite leave to enter' or 'no time limit' card issued by the Home Office (current or expired), to a non-EEA national who is a family member of an EEA or Swiss national
5	A biometric 'residence permit' card (current or expired) issued by the Home Office to the holder indicating that the person named has 'indefinite' leave in the UK, or has 'no time limit' on their stay in the UK
6	A passport or other 'travel document' (current or expired) endorsed to show that the holder is either 'exempt from immigration control', has 'indefinite' leave in the UK, has the 'right of abode' in the UK, or has 'no time limit' on their stay in the UK
7	An immigration status document (current or expired) containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person has 'indefinite' leave in the UK or has 'no time limit' on their stay in the UK the UK or has no time limit on their stay in the UK
8	A certificate of registration or naturalisation as a British citizen

Group 2 – if you can produce any 2 documents from this group then ID will be established	
1	A full birth or adoption certificate issued in the UK, the Channel Islands, the Isle of Man or Ireland, which includes the name(s) of at least one of the holder's parents or adoptive parents
2	Evidence (identity card, document of confirmation issued by one of HM forces, confirmation letter issued by the Secretary of State) of the holder's previous or current service in any of HM's UK armed forces
3	A letter from HM Prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming the holder's name, date of birth and that they have been released from custody of that service in the 6 months prior to the check

Group 2 continued...

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4	A letter issued within the 3 months prior to the check from an officer of the National Offender Management Service in England and Wales confirming that the holder is the subject of an order requiring supervision by that officer; from an officer of a local authority in Scotland confirming that the holder is the subject of a probation order requiring supervision by that officer; or, from an officer of the Probation Board for Northern Ireland confirming that the holder is the subject of an order requiring supervision by that officer
5	A current full or provisional photocard UK driving licence
6	Benefits paperwork issued by HMRC, a UK local authority or Jobcentre Plus, on behalf of the Department for Work and Pensions or the Northern Ireland Department for Social Development, issued within the 3 months prior to the check
7	A letter issued within the 3 months prior to the check signed by a representative of a public authority, voluntary organisation or charity which operates a scheme to assist individuals to secure accommodation in the private rented sector in order to prevent or resolve homelessness. This letter must confirm the holder's name, and the address details of the prospective tenancy which they are assisting with obtaining for the holder
8	A letter issued within the 3 months prior to the check by a UK government department or Local Authority and signed by a named official (giving their name and professional address), confirming the holder's name and that they have previously been known to the department or local authority
9	A letter issued within the 3 months prior to the check confirming the holder's name signed by the person who employs the holder (giving their name and business address) confirming the holder's status as employee and employee reference number or their National Insurance number
10	A letter issued within the 3 months prior to the check from a British passport holder who works in (or is retired from) an acceptable profession as specified in the list of acceptable professional persons at Annex A. The letter should confirm the holder's name, and confirm that the acceptable professional person has known the holder for at least 3 months. This letter should be signed by the acceptable professional person giving their name, address, passport number, profession and place of work (or former place of work if retired), how long they have known the holder and in what capacity
11	A letter from a UK police force confirming that the holder is a victim of crime and has reported a passport or Home Office biometric immigration document stolen, stating the crime reference number, issued within the 3 months prior to the check
12	A letter issued within the 3 months prior to the check from a UK further or higher education institution confirming the holder's acceptance on a current course of studies. This letter should include the name of the educational institution, as well as the name and duration of the course
13	Disclosure and Barring Service Certificate (criminal record check) issued within the 3 months prior to the check

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List B – acceptable documents to establish ID for a time-limited period

If you can produce one document from this group then ID for a time-limited period will be established. A repeat check will be required within the timescales outlined below

1	A current passport or other 'travel document' endorsed to show that the holder is allowed to stay in the UK for a time-limited period
2	A current biometric 'residence permit' card issued by the Home Office to the holder, which indicates that the named person is permitted to stay in the UK for a time limited period
3	A current 'residence card' (including an accession residence card or a derivative residence card) issued by the Home Office to a non-EEA national who is either a 'family member' of an EEA or Swiss national or has a 'derivative' right of residence
4	A current immigration status document issued by the Home Office to the holder with a valid endorsement indicating that the holder may stay in the UK for a time-limited period

List C – acceptable documents to establish proof of address

If you are unable to send us any documents from the lists below, we will consider other documents showing your name and current address provided they are from a recognised company or organisation. Documents must be original and not printed on a personal printer.

1	Household utility bill (e.g. gas, electric, water or fixed line telephone but not a mobile phone bill). It must be no more than three months old and show your name and current address
2	Current, valid full UK photo-card driving license with signature or 'old style' driving licence. Provisional licences are not acceptable as proof of address
3	Bank, building society or credit card statement. It must be no more than three months old and show your name and current address
4	Local authority tax bill (e.g. council tax) valid for the current year
5	Solicitor's letter confirming recent house purchase or land registry confirmation (in this case, proof of previous address will also be needed)
6	HM Revenue & Customs (Inland Revenue) tax document e.g. tax assessment, statement of account, notice of coding. It must not be more than 3 months old and contain your full name and current address. P45s and P60s are not acceptable
7	Original notification letter from the relevant benefits agency confirming the right to benefits or state pension and issued within last 12 months.