

Documentary Evidence Sheet

A minimum of 3 documents must be seen: where possible one from Group 1 and current address should be verified from Group 2b

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| Current driving licence photocard—(full or provisional) | UK Isle of Man, Channel islands and EEA) Paper counterpart no longer valid and not issued by DVLA since 8 June 2015 |
| Birth Certificate -issued with 12 months of birth | UK and Channel Islands – including those issued by UK authorities overseas, eg 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 one year 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 re- |
| HM Forces ID card | UK |
| Firearms licence | UK, Channel Islands and Isle of Man |

All driving licences must be valid

Group 2b Documents Financial/Social History Documents

| Document | Notes | Issue date and validity |
|--|---|--------------------------|
| Mortgage statement | UK or EEA | Issued in last 12 months |
| Bank or building society statement | UK ,Channel Islands or EEA | Issued in 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, eg pension or endowment | UK | Issued in last 12 months |
| P45 or P60 statement | UK or 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 | 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 phone bill | Issued in last 3 months |
| Benefit statement, eg Child Benefit, Pension | UK | Issued in last 3 months |
| Central or local government, government agency, or local council document giving entitlement, eg 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 |
| Cards carrying the PASS accreditation logo | UK, Isle of Man, 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 |