

Identification Requirements

Can the applicant produce any documents from Group 1?

Yes	No
<p>3 Documents must be seen One document from Group 1 plus two from Group 1 or 2. One of which must confirm their current address</p>	<p>5 Documents must be seen 5 documents from Group 2 one of which must confirm their current address</p>

List of Valid Identity Documents

GROUP 1

<p>Passport Any nationality</p>	<p>UK Birth Certificate Issued within 12 months of date of BIRTH Full or short form acceptable</p>
<p>UK issued Driving Licence England/Wales/Scotland/Northern Ireland/ Isle of Man/Jersey Either paper or photocard A photocard is only valid if the applicant presents it with the counterpart licence</p>	<p>National Identity Card UK and EU</p>
<p>HM Forces ID Card</p>	<p>UK Firearms Licence</p>
<p>Adoption Certificate (UK)</p>	

GROUP 2

<p>Marriage/Civil Partnership Certificate</p>	<p>Financial Statement ** e.g. pension, endowment, ISA</p>
<p>Birth Certificate - if issued after 12 months of birth or a certified copy</p>	<p>Vehicle Registration Document (V5 old style and V5C new style only)</p>
<p>UK P45/P60 Statement</p>	<p>Mail Order Catalogue Statement *</p>
<p>Bank/Building Society Statement *</p>	<p>Court Claim Form ** Documentation issued by Court Services</p>
<p>Utility Bill * Electricity, gas, water, telephone including mobile phone contract or bill</p>	<p>Exam Certificate e.g. GCSE, NVQ</p>
<p>TV Licence **</p>	<p>Addressed Payslip *</p>
<p>Credit Card Statement *</p>	<p>National Insurance Card</p>
<p>Store Card Statement *</p>	<p>UK NHS Card</p>
<p>Mortgage Statement **</p>	<p>Benefit Book* Child Allowance or Pension</p>
<p>Insurance Certificate **</p>	<p>Certificate of British Nationality</p>
<p>Council Tax Statement **</p>	<p>Work Permit/Visa **</p>
<p>A document from UK Central / Local Government / Government Agency / Local authority giving entitlement *: e.g. Dept for work and pensions, employment service, Customs & Revenue, Job Centre/Plus, Social Security</p>	<p>Documents from the Borders and Immigration Agency (BIA)- do not use more than one Convention Travel Document CTD - Blue Stateless Person's Document (SPD) - Red Certificate of Identity (CID) - Brown Application Registration Card (ARC) Immigration Status Document (ISD)</p>
<p>CRB Disclosure Certificate**</p>	
<p>Connections Card (UK)</p>	<p>Letter from Head Teacher*</p>

* documentation should be less than three months old

** issued within the past 12 months