



PLEASE PROVIDE THE FOLLOWING DOCUMENTS TO CONFIRM YOUR IDENTITY. THESE WILL BE USED FOR YOUR DBS APPLICATION TOO.

Copies of your ID documents will be taken for our records in accordance with our Staff Privacy notice. However, any copies will be destroyed in the event that you choose not to proceed with, or if you are unsuccessful in your application.

- Birth Certificate (if available) **plus** one further document from Group 1 which confirms your right to work in the UK; and
- two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify your current address

Group 1: Primary identity documents

- any current and valid passport (a UK passport can be expired up to a maximum of 6 months)
- e-visa (with share code)
- 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)
- Application Registration Card issued by the UK Home Office
- current and valid driving licence photocard; full or provisional (issued by UK / Isle of Man / Channel Islands)
- original Birth Certificate issued within 12 months of birth (UK / Isle of Man / Channel Islands; 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)

Group 2a: Trusted government documents

- current and valid driving licence photocard; full or provisional (all countries outside the UK excluding Isle of Man and Channel Islands)
- current driving licence paper version if issued before March 2000; full or provisional showing current name and address (UK / Isle of Man / Channel Islands)
- birth certificate issued more than 12 months after the time of birth (UK / Isle of Man / Channel Islands)
- marriage / civil partnership certificate (UK and Channel Islands)
- HM Forces ID or HM Armed Forces Veteran card (UK)
- firearms licence (UK, Channel Islands / Isle of Man)

Group 2b: Financial and social history documents

- mortgage statement (UK)**
- bank / building society statement (UK and Channel Islands)*
- bank / building society account opening confirmation letter (UK)*
- credit card statement (UK)*
- financial statement e.g. pension or endowment (UK)**
- P45 / P60 statement (UK and Channel Islands)**
- council tax statement (UK and Channel Islands)**
- utility bill (UK; not mobile telephone bill)*
- benefit statement e.g. child benefit, state pension (UK)**
- a document from central or local government/ government agency / local council giving an entitlement e.g. from the Department for Work and Pensions, the Employment Service, eg for PIP, UC, free school meals etc (UK and Channel Islands)**
- HMRC self-assessment letter or tax demand letter (UK)**
- valid EHIC or GHIC (UK)
- valid EEA national ID card
- valid Irish Passport card (cannot be used with an Irish passport)
- valid card carrying the PASS accreditation logo (UK / Isle of Man / Channel Islands)
- letter from Head Teacher, College Principal or apprenticeship provider (UK; for 16-19 year olds in full time education. This is only used in exceptional circumstances if other documents cannot be provided; must be issued within the last month)

Note:

If a document in the list of valid identity documents is denoted with * - it should be less than 3 months old or denoted with ** - it should be less than 12 months old