### Acceptable Personal Identification Documents

Some documents are more reliable than others and only certain documents, in certain combinations, are acceptable for verification of identity.

Prospective employees will need to provide either of these two combinations:

* Two forms of photographic personal identification and one document confirming their address
* One form of photographic personal identification and two documents confirming their address.

All documents must be originals, or copies of originals certified by a solicitor.

**Acceptable photographic personal identification includes**:

* current UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passport
* passports of non-EU nationals, containing UK stamps, a visa or a UK residence permit showing the immigration status of the holder in the UK\*
* a current UK (or EU/other nationalities) photo-card driving licence (providing that the person checking is confident that non-UK photo-card driving licences are bona fide)
* a national ID card and/or other valid documentation relating to immigration status and permission to work.\*

Any document that is not listed above (i.e. an organisational ID card) is not acceptable.

**What if no acceptable photographic documentation is available?**

If an individual seems genuinely unable to provide any acceptable photographic personal identification, then two forms of non-photographic personal identification, and two documents confirming their address must be provided. All four documents must be from a different source.

In addition, they will need to provide a passport-sized photograph of themselves, endorsed on the back with the signature of a ‘person of standing’ in their community who has known them for at least three years. A ‘person of standing’ could be a magistrate, medical practitioner, officer of the armed forces, teacher, lecturer, lawyer, bank manager or civil servant.

The photograph should be accompanied by a signed statement from that person, indicating the period of time that the individual has been known to them. Always check that the signature on the statement matches with the one on the back of the photograph and that it contains a legible name, address and telephone number. A copy should be taken and retained on file. All copies should be signed, dated and certified by the person taking the copy. It is good practice to contact the signatory to authenticate the details of the statement.

**List of acceptable confirmation of address documents:**

* • Utility bill (gas, water, electricity or land-line telephone), or a letter from a service provider
* confirming the arrangement to pay for the services on pre-payment terms at a
* fixed address. More than one utility bill may be accepted if these are from two different
* suppliers and utility bills in joint names are also permissible\*
* • Local authority tax statement (i.e. council tax)\*\*
* • UK full or provisional photo-card driving licence (if not already presented as a photo ID document). Old style provisional driving licences are not acceptable
* • HM Revenue & Customs tax notification (i.e. tax assessment, statement of
* account, notice of coding)\*\* a P45 or P60 is not acceptable
* • A financial statement such as bank, building society, credit card statement. (UK and EEA) Statements issued outside EEA must not be accepted.
* • Mortgage statement from a recognised lender\*\* (UK and EEA) Statements issued outside EEA must not be accepted.
* • Credit Union Statement (UK)
* • Local council rent card or tenancy agreement\*
* • Benefit statement, book or card; or original notification letter from Department of Work
* and Pensions (DWP) confirming the rights to benefit (for example, child allowance,
* pension)\*\*.
* \*All documents must be dated within the last six months. (Unless there is a good reason
* for it not to be.
* \*\* All documents must be dated within the last 12 months.

**Acceptable non-photographic proof of personal identification documents include**:

* Full UK birth certificate – issued within six weeks of birth
* Current full driving licence (old version) – provisional driving licences are not acceptable
* Residence permit issued by the Home Office to EU Nationals on inspection of own-country passport
* Adoption certificate
* Marriage/civil partnership certificate
* Divorce or annulment papers
* Police registration document
* Certificate of employment in HM Forces
* Current benefit book or card; or original notification letter from the Department of Work and Pensions (DWP) confirming legal right to benefit
* Most recent tax notification from HM Revenue and Customs (formerly Inland Revenue)
* Current firearms certificate
* Application Registration Card (ARC) issued to people seeking asylum in the UK (or previously issued standard acknowledgement letters, SAL1 or SAL2 forms)
* GV3 form issued to people who want to travel in the UK without valid travel documents
* Home Office letter IS KOS EX or KOS EX2
* Building industry sub-contractor’s certificate issued by HM Revenue and Customs (formerly Inland Revenue).

When appointing someone who has recently left school or further education, in addition to photographic personal identification, the following three documents can be requested as sufficient proof of their identity:

* Full UK birth certificate – issued within six weeks of birth
* National Insurance (NI) number card or proof of issue of an NI number (this will also be a HR requirement for employment)
* Certificate of educational qualifications (certificates should be originals from the school/university/awarding body).