

# List of Valid Identity Documents

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## Group 1 – Primary Trusted Identity Credentials

- Current Driving Licence Photo Card (UK/Isle of Man/Channel Islands and EU)
- Current Valid Passport
- Birth Certificate issued at time of birth (UK)
- Biometric Residence Permit (UK)
- Adoption Certificate (UK)

## Group 2a – Trusted Government/State Issued Documents

- Current Driving Licence Photo Card (All other countries)
- Old Style Paper Driving Licence (UK/Isle Of Man/Channel Islands and EU)
- Birth Certificate – issued after time of birth (UK & Channel Islands) -
- Marriage/Civil Partnership Certificate (UK)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK, Channel Islands and Isle of Man)

## Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA) (issued in the last 12 months)
- Bank/Building Society Statement (UK or EEA) (issued in the last 3 months)
- Bank/Building Society Account Opening Confirmation Letter (UK) (issued in the last 3 months)
- Credit Card Statement (UK or EEA) (issued in the last 3 months)
- Financial Statement - eg. pension, endowment, ISA (issued in the last 12 months)
- P45 or P60 Statement UK - (issued in the last 12 months)
- Council Tax Statement (UK) (issued in the last 12 months)
- Work Permit/Visa (UK) (UK Residence Permit)
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application)
- Utility Bill (issued in the last 3 months)
- Benefit Statement - eg. Child Allowance, Pension (issued in the last 3 months)
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)\*- eg. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security (issued in the last 3 months)
- EU National ID Card – must be valid
- Cards carrying the PASS accreditation logo (UK) – must be valid
- Letter from Head Teacher or College Principal (16-19 year olds in full time education - only used in exceptional circumstances when all other documents have been exhausted)

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# The Routes to Verifying ID

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## Route 1

The applicant must produce 3 ID documents:

- 1 document from Group 1, and
- 2 further documents from Group 1 or 2; one of which must verify their current address

If the applicant has satisfied this route, then the ID Verifier can successfully submit the application. If the applicant cannot produce a Group 1 document, please follow the Route 2 procedure below.

## Route 2

ALL Customers must have exhausted Route One before you consider processing them via Route 2.

If the applicant cannot meet the requirements of Route One, please contact Personnel Checks to organise an *External ID Check* on the applicant at a cost of £12. If the ID Check is successful, the applicant will also need to provide:

- 1 document from Group 2a, and
- 2 further documents from Groups 2a or 2b

If the applicant fails the External ID Check, you must then follow Route 3.

## Route 3

The applicant is required to apply for a Certified Copy of a Birth Certificate (UK and Channel Islands) and submit that document along with:

- 4 further documents from Group 2 comprising of:
  - 1 document from Group 2a; and
  - 3 further documents from Group 2a or 2b; one of which must verify their current address

## Route 4

If the applicant fails to provide suitable documents to follow one of the above 3 routes, the final option to verify the applicants' identity is to organise a fingerprint test. The applicant will be required to complete a paper application form and this option may cause delays to the application process.

To arrange this route, please contact Personnel Checks.

If you have any questions about the ID Verification process please call Personnel Checks on 01254 355688.

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