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## Acceptable Identification Documents

- Full, signed UK (Channel Islands, Isle of Man or Irish) passport or other nationalities passport\*
- UK Biometric Residence Permit (BRP) card\*
- UK/EU full or provisional photocard driving licence (if issued in the UK by the DVLA you are not required to see the paper counterpart. Licences issued in Northern Ireland by the DVA must be presented with the paper counterpart)\*\*
- Other nationalities photocard driving licence (valid up to 12 months from the date when the individual entered the UK. The person checking the document must be able to assure themselves that the licence is bona fide)
- (UK) HM Armed Forces Identity card
- Identity cards carrying the PASS (Proof of Age Standards Scheme) accreditation logo (issued in the UK, Channel Islands and Isle of Man only). Organisation identity cards are not acceptable as they do not contain watermarks, holograms or other security markings
- EEA Government issued identity cards that comply with Council Regulation (EC) No 2252/2004, containing a biometric.
- There must be a combination of acceptable documents containing the worker's photograph, e.g. a passport or United Kingdom driving license, and acceptable documents providing their current (active) and valid address.
- Two forms of photographic personal identification and one document confirming their address; or
- One form of photographic personal identification and two documents confirming their address.

## Acceptable proofs of address:

- Utility bill or letter from the service provider confirming the pre-payment terms of services at a fixed address (for example, gas, water, electricity, or landline telephone). More than one than one utility bill can be accepted if they are from two different suppliers. Utility bills in joint names are also acceptable (UK)\*
- Local authority tax statement. For example, a council tax statement (UK and Channel Islands)\*\*
- UK full or provisional photo-card driving licence, if not already presented as a form of personal photographic identity.
- Full old-style paper driving licences (that were issued before the photocard was introduced in 1998 and where they remain current and in date). Old-style paper provisional driving licences should not be accepted.

- HM Revenue & Customs tax notification (HMRC) tax notification such as an assessment, statement of account, or notice of coding\*\*
- A financial statement such as a bank, building society, credit card statement, pension or endowment statement. (UK)\*
- Bank or building society statement from countries outside of the UK. The branch must be located in the country in which the applicant lives and works.\*
- Credit union statement. (UK)\*
- Mortgage statement from a recognised lender (UK)\*\*
- Local council rent card or tenancy agreement.\*
- Evidence of entitlement to Department for Work and Pensions benefits, such as child allowance, pension etc. (UK)\*\*

*\*All documents must be dated within the last six months, unless there is good reason for it not to be, for example where there is clear evidence that the individual was not living in the UK for three months or more. These documents must contain the name and address of the applicant.*

*\*\* All documents must be dated within the last 12 months.  
Not denoted means that the document can be more than 12 months old.*

All Proofs of address must be verified as original, seen, signed and dated by the agency and their job role.

### **No photographic Identity?**

If you have not seen an acceptable photographic ID, the Agency must have seen the following:

Step 1: 2 x Acceptable Non-Photographic Identity (examples):

- Full birth certificate [UK and Channel Islands] issued after the date of birth by the General Register Office or other relevant authority, for example, registrars.
- Full birth certificate issued by UK authorities overseas, such as embassies, high commissions and HM Forces.
- UK full old-style paper driving license. Old-style provisional driving licenses are not acceptable.
- Most recent HM Revenue and Customs [HMRC] tax notification, such as an assessment, statement of account, P45, P60, or notice of coding. [UK and Channel Islands]\*\*

- Work permit/residency permit [UK] valid up to the expiry date. Adoption certificate [UK and Channel Islands].
- Adoption certificate (UK and Channel Islands).
- Marriage or civil partnership certificate [UK and Channel Islands].
- Divorce, dissolution or annulment papers [UK and Channel Islands].
- Gender recognition certificate.
- Deed poll certificate.
- Firearms certificate/license [UK, Channel Islands and Isle of Man].
- Police registration document.
- Certificate of employment in the HM Forces [UK].
- Evidence of entitlement to Department for Work and Pensions benefits, such as child allowance, pension etc. [UK]\*\*
- A document from a local/central government authority or local authority giving entitlement, such as Employment Services, Job Centre, or Social Security Services. [UK and Channel Islands]\*

*\* All documents must be dated within the last six months, unless there is good reason for it not to be, for example, where there is clear evidence that the individual was not living in the UK for three months or more.*

*\*\* All documents must be dated within the last 12 months.*

*If not denoted, the document can be more than 12 months old.*