

What documents do we need to see?

You must use route 1 in the 1<sup>st</sup> instance

**Route One**

**3 documents must be seen**

One document from Group 1 plus any two from Groups 1 or 2a or 2b one of which must verify their current address.

**Route Two**

**(Only if the applicant cannot produce a group 1 document)**

Certified copy of UK birth Cert. 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 Three**

**(Only after you have exhausted the route 1 & 2)**

1 document from group 2a and 2 further documents from group 2a & 2b + external ID validation

Please Note – If you have changed your name, please provide proof of this with either a Birth / Marriage / Deed Poll Certificate.

Group 1: Primary Identity Documents	Document	Notes
	Passport	Any current and valid passport - if not a British or EU passport a visa/work permit/resident permit must accompany the valid passport
	Biometric residence permit	UK
	Current driving licence photocard (full or provisional)	UK, Isle of Man, Channel Islands and EU
	Birth certificate – issued at time of birth	UK and Channel Islands – including those issued by UK authorities overseas, eg embassies, High commissions and HM Forces
	Adoption certificate	UK and Channel Islands
Group 2a: Trusted Government/ State Issued	Document	Notes
	Current driving licence photocard (full or provisional)	All countries outside the EU (excluding Isle of Man and Channel Islands)
	Current driving licence – paper Version (if issued before 1998) (full or provisional)	UK, Isle of Man, Channel Islands and EU
	Birth certificate – issued after time of birth	UK and Channel Islands
	Marriage/civil partnership certificate	UK and Channel Islands
	HM Forces ID Card	UK
	Firearms licence	UK, Channel Islands and Isle of Man

**Group 2b:**  
**Financial and Social**  
**History Documents**

<i>Document</i>	<i>Notes</i>	<i>Issue date and validity</i>
Utility bill	<i>UK – not mobile telephone bill</i>	Issued in last 3 months
Benefit statement, eg Child Benefit, Pension	<i>UK</i>	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC	<i>UK and Channel Islands</i>	Issued in last 3 months
Bank or building society statement	<i>UK and Channel Islands or EEA</i>	Issued in last 3 months
Bank or building society account opening confirmation letter	<i>UK</i>	Issued in last 3 months
Credit card statement	<i>UK or EEA</i>	Issued in last 3 months
Financial statement, eg pension or endowment	<i>UK</i>	Issued in last 12 months
P45 or P60 statement	<i>UK and Channel Islands</i>	Issued in last 12 months
Council Tax statement	<i>UK and Channel Islands</i>	Issued in last 12 months
Mortgage statement	<i>UK or EEA</i>	Issued in last 12 months
Work permit or visa	<i>UK</i>	Issued in last 12 months
EU National ID Card		Must still be valid
Cards carrying the PASS accreditation logo	<i>UK and Channel Islands</i>	Must still be valid
Letter from head teacher or college principal	<i>UK – for 16 to 19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided.</i>	Must still be valid
Letter of sponsorship from future employment provider	<i>Non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application</i>	Must still be valid