

## **Guidance on Identity Document**

**Please bring 2 forms of photographic ID and 2 forms of proof of address**

### **Photographic proof of ID**

- Full, In date, signed UK (Channel Islands, Isle of Man or Irish) passport or other nationalities passport\*
- Online Government Share code check
- UK full or provisional photocard driving licence. (If issued 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)
- HM Armed Forces Identity card (UK)
- 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

\* Guidance on immigration status documents can be found in the right to work check standard which is available on the NHS Employers website.

\*\* If presented with a UK photocard driving licence and it is relevant to the position you are recruiting to, employers may access information about any entitlements and/or endorsements by carrying out an online check using the DVLA's share driving licence service which can be found on the gov.uk website. Permission must be sought from licence holder to access this information as they will need to go onto their account to generate a temporary code, this can then be shared with their prospective employer and used to carry out the online check. The check code is valid for up to 21 days.

### **Proof 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 bank, building society, credit card statement, pension or endowment statement (UK)\*
- Bank or building society statement from countries outside of the UK. 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 three months, unless there is good reason for it not to be.

\*\* All documents must be dated within the last 12 months. If not denoted, the document can be more than 12 months old.