

Verification of Identity

You will need to provide one of these two combinations:

Two forms of photographic ID and one confirming their address

Or

One form of photographic ID and two confirming their address

If you are genuinely unable to provide any acceptable photographic personal identification, then please contact the Human Resources department on ext 3271 for further guidance.

Photographic ID	Confirmation of Address
Passport including visa stamps/cards if applicable	Utility bill (gas, water, electricity or land line phone) <i>Must be less than 3 months old</i>
UK full or provisional driving licence (including paper counterpart)	Local authority tax bill (i.e. council tax) <i>Must be less than 12 months old</i>
ID cards carrying the PASS accreditation logo (UK)	UK full old style paper driving licence
EU national ID card	Most recent HM Revenue and Customs tax notification (i.e. tax assessment, statement of account, notice of coding) <i>Must be less than 12 months old</i>
UK HM Forces photo ID card	Financial statement (e.g. bank, building society, store card, credit card or credit union statement) containing current address <i>Must be less than 3 months old</i>
	Mortgage statement from a recognised lender <i>Must be less than 12 months old</i>
	Local council rent card or tenancy agreement <i>Must be less than 3 months old</i>
	Benefit statement, book or card; or original notification letter from Department of Work and Pensions (DWP) confirming the rights to benefit (e.g. child allowance, pension) <i>Must be less than 12 months old</i>
	Confirmation from an electoral register search that a person of that name lives at the claimed address <i>Must be less than 3 months old</i>

Right to Work Checks

You will need to provide one of these two combinations:

One document from the Photographic ID section

Or

A Birth certificate/Adoption certificate

Plus

Proof of National Insurance number

Photographic ID	Non-Photographic ID
Valid Passport of UK, EEA or Switzerland Nationals	A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents
Valid Passport of non-EEA or Switzerland Nations, including visa stamps/cards	A full adoption certificate issued in the United Kingdom, which includes the name(s) of at least one of the holder's adoptive parents
A national UK, EEA or Switzerland ID Card	PLUS
	P45
	P60
	Previous payslip
	National Insurance Card