

PLEASE SHOW THE DOCUMENTS SPECIFIED BELOW, STARTING WITH "ROUTE 1".

- The documents must be originals, not copies.
- Documents printed from the internet or computers are not acceptable.

Photocopies of your documents will be verified and scanned into your record

ROUTE 1

Please provide as a minimum:

- One document from Group 1 plus:
- Two other documents from either Group 1 or Group 2a or 2b

At least one of the documents must show your current address.
If you cannot follow Route 1, proceed to Route 2.

ROUTE 2

Please provide as a minimum:

- One document from Group 2a
- Two other documents from either Group 2a or 2b

At least one of the documents must show your current address. I will then use an external validation service to establish your identity. This will incur additional cost which you may have to bear.

If you cannot follow Route 2, proceed to Route 3.

ROUTE 3

Please provide as a minimum:

- A Birth Certificate (UK and Channel Islands) issued by the General Register Office/relevant authority)
- four further documents from Group 2 comprising of
 - one document from Group 2a and
 - three further documents from Group 2a or 2b; one of which must verify your current address

Bring more than the minimum if you can.

Group 1: Primary identity documents

Document

Passport

Biometric residence permit

Current driving licence - photo card with counterpart where one is issued

Birth certificate - issued within six weeks of date of birth

Adoption certificate

Group 2a: Trusted government documents

Notes

Any current and valid passport

UK

UK/Isle of Man/Channel Islands and EU (full or provisional) Note that some European countries do not issue counterparts.

All Licences must be valid in line with current DVLA requirements

UK and Channel Islands - including those issued by UK authorities overseas, e.g.

Embassies, High Commissions and HM Forces

UK

Notes

Document	
Current driving licence - photo card (where a counterpart has been issued but no counterpart is presented)	All countries (full or provisional) All licences must be valid in line with current DVLA requirements
Current driving licence - paper version	UK/Isle of Man/Channel Islands and EU (full or provisional). All licences must be valid in line with current DVLA requirements
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	Notes	Issue date and validity
Document		
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, e.g. pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card		Must still be valid
Cards carrying the PASS accreditation logo	UK and Channel Islands	Must still be valid
Letter from Head Teacher or College Principal		UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided

