

IDENTIFICATION AND VERIFICATION DOCUMENTS

Candidate Guide

You must bring the following original documents to your interview:

1. **ONE** document type from Table 1 – Legal Right to Work

And

2. **ONE** document type from Table 2 – Proof of Residency

COPIES CANNOT BE ACCEPTED. IF YOU DO NOT BRING **ALL ORIGINAL** DOCUMENTS REQUIRED TO YOUR INTERVIEW **YOU MAY BE TURNED AWAY.**

Please note, if the names on your documents do not match then we will require proof of name change or proof of connection in the form of Long Form Birth Certificate, Deed Poll or Marriage Certificate.

Table 1 - Legal Right to Work

ONE of the following document types:

CANDIDATE	DOCUMENT TYPE	CHECK
UK Nationals resident in the UK (including Channel Islands and Isle of Man)	<ul style="list-style-type: none"> Valid UK Passport 	
	<ul style="list-style-type: none"> Long Form UK Birth Certificate (details the name and residence of the mother and father) + NI Card or P45 or P60 (or the UK Birth Certificate + letter from a Government agency containing the individuals National Insurance Number) 	
	<ul style="list-style-type: none"> Full UK Adoption Certificate + NI Card or P45 or P60 (or the UK Birth Certificate + letter from a Government agency containing the individuals National Insurance Number) 	
UK Nationals not resident in the UK	<ul style="list-style-type: none"> Valid UK Passport with a Certificate of Entitlement to the Right to Abode in the UK 	
EEA Nationals and Switzerland (Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lichtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland)	<ul style="list-style-type: none"> Valid Passport 	
	<ul style="list-style-type: none"> ID Card 	
Rest of the World Citizens	<ul style="list-style-type: none"> Valid Passport + Valid Visa 	

Table 2 - Proof of Residency

 And **ONE** of the following document types:

UK Issued Acceptable Documents	UK Issued Acceptable Documents Detail	Overseas Equivalent
UK Driving Licence	<p>Photo card version: Full and Provisional are acceptable. Candidates must present only the photo card version for POR purposes. Licence must be valid.</p> <p>The address given on the licence must be the candidate's current residence.</p>	<p>Foreign national driving licence. Must be a photocard version and valid.</p> <p>The address given on the licence must be the candidate's current residence.</p>
National Identity Card	The address given on the permit must be the candidate's current residence.	The address given on the permit must be
Government Benefits Entitlement Letters or Benefit Books	<p>Including:</p> <ul style="list-style-type: none"> • Pension • Child • Family Tax Credit • Disability Living allowance • Attendance Allowance • Unemployment • Income Support • Incapacity • Industrial Injuries Disablement • Student Loan <p>Entitlement letters must be no older than 12 months from the date the document is provided and show the candidate's current address.</p>	Government Benefits Entitlement Letters or Benefit Books
Letter from Local Council re Voters Roll	Must confirm that the candidate is now on the voters roll. No older than 3 months from the date the document is provided.	Not Acceptable
Voters Polling Card (Local or National Elections)	For use within 3 months of the election date.	Not Acceptable
National Insurance Card/Inland Revenue Letter	Only when produced together. Letter must show current address.	Not Acceptable
Letter from Local Authority confirming entitlement to Housing Benefits	Letter must be on the local authority's headed paper – should not be older than 3 months from the date the document is provided. If the letter is over 3 months old, additional confirmation that benefit is still being paid will be requested.	Not Acceptable
Council Tax	<ul style="list-style-type: none"> • Council Tax Bill Local Authority • Council Tax Exemption Certificate • Council Tax Payment Book <p>* Council's current financial year.</p>	<p>Letter from Local Authority in relation to Tax</p> <p>* Council's current financial year.</p>
Council or Housing	This must be the current agreement.	Not Acceptable

N.B. The address on these documents must match the address in the initial application.

Association Tenancy Agreement	Must be Council or Housing Association. Private agreements are not acceptable.	
Inland Revenue Letters	Letters must be no older than 3 months from the date the document is provided and must quote the candidate's name, address and either the Tax Reference or NI number. Inland Revenue tax demands or PAYE tax notifications must relate to the Inland Revenue's current or previous tax years.	Letters from Inland Revenue (State/District Tax Authorities)–equivalent.
Police Issued Shot Gun Licence	This must be the current licence.	This must be the current licence.
UK Bank or Building Society Statement	System generated statement no older than 3 months from the date the document is provided. Copies of statements downloaded from the internet are not acceptable.	System generated statement no older than 3 months from the date the document is provided. Copies of statements downloaded from the internet are not acceptable.
Credit Card Statement	System generated statement no older than 3 months from the date the document is provided. Copies of statements downloaded from the internet are not acceptable. Must be affiliated to Visa, MasterCard, American Express or Diners Club networks.	System generated statement no older than 3 months from the date the document is provided. Copies of statements downloaded from the internet are not acceptable. Must be affiliated to Visa, MasterCard, American Express or Diners Club networks.
UK Mortgage Statement	System generated statement no older than 12 months from the date the document is provided. Copies of statements downloaded from the internet are not acceptable.	Mortgage Statement – Local equivalent. System generated statement no older than 12 months from the date the document is provided. Copies of statements downloaded from the internet are not acceptable.
Life Assurance Cover Documentation	This is only acceptable where the candidate's current address is shown.	This is only acceptable where the candidate's current address is shown.
Letter from landline services providers	Letter must be no older than 3 months from the date the document is provided and must state provision of services and quote a telephone number or reference number. General circulation or sales letters are not acceptable. Letter for provision of a mobile service are not acceptable.	Not Acceptable
TV Licence Renewal	No older than 12 months from the date the document is provided.	Not Acceptable

<p>Utility Bill E.g. Gas, Electricity, Cable TV or Land Line Telephone Suppliers</p>	<p>No older than 3 months from the date the document is provided.</p> <p>Mobile phone bills are not acceptable.</p>	<p>No older than 3 months from the date the document is provided.</p>
<p>Water Rates Payment Book and Water bill</p>	<p>Must be the supplier's current financial year.</p>	<p>Water Rates Payment Book and Water bill – local equivalent.</p> <p>Must be the supplier's current financial year.</p>
<p>Household or Motor Insurance Certificate, renewal notice or current policy schedule</p>	<p>No older than 12 months from the date the document is provided. The address must be current.</p> <p>Will normally have to be produced with the policy schedule which will list the address. The certificate number on the policy schedule must be aligned with that on the policy certificate.</p>	<p>Household or Motor Insurance Certificate, renewal notice or current policy schedule – local equivalent</p> <p>No older than 12 months from the date the document is provided. The address must be current.</p>