

In order to process your application, we require copies (scans/photographs/screenshots) of three forms of identification documentation, plus a 'selfie'. Of the three forms of ID at least one should be photographic, one must verify your right to work in the UK and one must provide proof of address. For example, passport, UK driver's license (or visa for non-UK/EEA nationals to further verify right to work) and recent utility bill plus a 'selfie' of you holding your passport.

### List of Acceptable ID Documents

A full list of acceptable means of identification is listed below.

**Three** documents (scan/photo/screenshot) must be produced; one/two from Group 1 and one/two from Group 2.

Documents **highlighted in blue** are documents which can be used to verify your right to work. **Please note: Non UK/EEA individuals must provide a copy of a valid visa/biometric residence permit in addition to their passport.**

#### Group 1

- [Valid passport \(any nationality\)](#)
- UK Driving Licence Full or Provisional – England/Wales/Scotland/Northern Ireland/Isle of Man
- [Original UK birth certificate \(issued within 12 months of date of birth, full or short form acceptable\) – if being used as evidence of right to work must be provided together with an official document confirming permanent National Insurance number and name issued by a Government agency or a previous employer. \(e.g. NI Letter or most recent payslip\)](#)
- [Valid photo identity card \(EU countries only\)](#)
- HM Forces ID card (UK)
- [Adoption Certificate \(UK\)](#)
- ID cards carrying the PASS accreditation logo (UK) for example a UK Citizen ID card. This card can be applied for by residents of the UK and is verifiable with similar security marks to passports and driving licences.

#### Group 2

- Marriage certificate/Civil Partnership Certificate
- Most recent HM Revenue & Customs tax notification (i.e. tax assessment, statement of account, notice of coding). A P45 or P60 is not acceptable.\*\*
- Utility bill (electricity, gas, water, telephone – including mobile phone contract/bill) or a certificate from a utility supplier confirming the arrangement to pay for the services on pre-payment terms at a fixed address.\*
- Local authority tax bill (i.e. council tax).\*\*
- Valid TV licence\*\*
- Financial statement (e.g. bank, building society, credit card or credit union statement) containing current address.\*
- Mortgage statement from a recognised lender.\*\*
- Valid insurance certificate\*\*
- [Certificate of British nationality](#)
- [British work permit/visa\\*\\*](#)
- [Asylum Registration Card](#)
- Local council rent card or tenancy agreement.\*
- 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).\*\*
- Confirmation from an electoral register search that a person of that name lives at the claimed address.\*
- Addressed payslip\*

\* documentation must be less than 3 months old

\*\* must be issued within the last 12 months

## 'Selfie'

As mentioned above, we require you to upload a 'selfie type' photograph of you and your photographic identification.

**In your 'selfie' photograph we must be able to clearly see your face as well as your photographic ID as shown in the example below.**

