

Appendix 1: Recommended forms of documentary evidence for proof of identity

Lists 1, 2 and 3 below outline a range of documents which, when presented in the specified combinations, can be more accurately relied on to provide the necessary proof of an individual's identity. This is because the individual will have gone through some form of identity check for the document(s) to be issued to them in the first place.

The lists of documents are not exhaustive and should be used as a guide only.

List 1: Examples of photographic personal identity documents

All forms of documentary evidence must be original and, if dated, must be valid and current, as indicated in the recommended list of documents below. All photographic evidence should be compared with the individual's likeness by conducting an in-person meeting. Dates and personal information should be cross-referenced with other forms of documentary evidence the individual has presented as part of their application.

Examples of photographic personal identity documents include:

Full, signed UK (Channel Islands, Isle of Man or Irish) passport or other nationalities passport*

UK Biometric Residence Permit (BRP) card*

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)

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.

What to do if the individual cannot provide photographic documentation?

If individuals are genuinely unable to provide any form of photographic personal identity, employers will need to ask them to provide a passport-sized photograph of themselves, in addition to providing documentary evidence from the lists below.

The photograph must be countersigned by a person of some standing in the community who has known the individual personally for at least two years.

The person countersigning the photograph must provide a statement outlining how they know the individual (for example, as their GP, solicitor, or teacher) and the period of time they have known them. They must also provide their full name, signature, and contact details. Employers should cross-reference the signature provided at the back of the photograph with the one provided in the statement to ensure it matches.

A list of recommended persons of some standing in the community can be found on the gov.uk website.

List 2: Examples of confirmation of address documents

The primary purpose of requesting documentary evidence to confirm the individual's address is to establish that it relates to a real property and that the individual does reside at that address. Where seeking more than one form of documentary evidence from this list, these should ideally be from different sources.

Examples of acceptable documents for confirmation of address may include any of the following:

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*

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 six 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.

What to do if the individual cannot provide proof of address?

If the individual is genuinely unable to provide proof of address in their own name (for example, because they are house-sharing or living with friends or family) employers may wish to seek confirmation from an electoral register that a person of that name lives at the claimed address. A check of electoral registers can be carried out by contacting the relevant local authority for the area the individual claims to be residing in.

List 3: Acceptable non-photographic proof of personal identification documents

Where seeking more than one form of documentary evidence from the list below, these should be from different sources, wherever possible.

Full birth certificate (UK and Channel Islands) issued after the date of birth by the General Register Office or other relevant authority, for example registrars

Full birth certificate issued by UK authorities overseas, such as embassies, high commissions and HM Forces

UK full old-style paper driving licence. Old-style provisional driving licences are

not acceptable
Most recent HM Revenue and Customs (HMRC) tax notification, such as an assessment, statement of account, P45, P60, or notice of coding. (UK and Channel Islands)**
Work permit/residency permit (UK) valid up to the expiry date
Adoption certificate (UK and Channel Islands)
Marriage or civil partnership certificate (UK and Channel Islands)
Divorce, dissolution or annulment papers (UK and Channel Islands)
Gender recognition certificate
Deed poll certificate
Firearms certificate/licence (UK, Channel Islands and Isle of Man)
Police registration document
Certificate of employment in the HM Forces (UK)
Evidence of entitlement to Department for Work and Pensions benefits, such as child allowance, pension etc (UK)**
A document from a local/central government authority or local authority giving entitlement, such as Employment Services, Job Centre, Social Security Services (UK and Channel Islands).

*All documents must be dated within the last six months, unless there is good reason for it not to be, for example, where there is clear evidence that the individual was not living in the UK for three months or more.

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