

**Valid additional Identity Document check list**

Applicant's full name: \_\_\_\_\_

Form reference no.:

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**GROUP 1**

<b>Valid Passport (any nationality)</b>	<b>Adoption Certificate (UK)</b>	<b>Original UK Birth Certificate (issued within 12 months of date of birth)</b>
<b>EU National Identity card (EU countries only)</b>	<b>UK Firearms licence</b>	<b>UK HM Forces ID Card</b>
<b>UK Driving Licence (either photo card or paper)</b> England/Wales/Scotland/Northern Ireland/Isle of Man; either photocard or paper. A photocard is only valid if the individual presents it with the counterpart licence		

**GROUP 2**

<b>Utility Bill including mobile phone contract bill*</b>	<b>Bank or Building Society Statement*</b>	<b>Mail Order Catalogue Statement*</b>
<b>Store Card Statement*</b>	<b>TV Licence **</b>	<b>Credit Card Statement*</b>
<b>Addressed Payslip*</b>	<b>Financial statement (pension, ISA etc)**</b>	<b>P45/P60**</b>
<b>Benefit Statement*</b>	<b>Work Permit/Visa**</b>	<b>Court Claim Forms (UK)**</b>
<b>Mortgage Statement**</b>	<b>Valid Insurance Certificate</b>	<b>Valid NHS Card</b>
<b>NI Number Card</b>	<b>Connexions Card (UK)</b>	<b>Valid TV Licence</b>
<b>Marriage Certificate</b>	<b>Certificate of British Nationality</b>	<b>Valid Vehicle Registration Document**</b>
<b>Exam Certificate (GCSE, NVQ etc)</b>	<b>CRB Disclosure Certificate**</b>	<b>Letter from Head Teacher*</b>
<b>Non UK birth certificate</b>		
<b>A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK)*</b> eg. Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus and Social Security.		
<b>One of the following documents from the Borders and Immigration Agency (BIA) (formerly the Immigration and Nationality Directorate – IND) (UK)</b> Do not use more than one of the following documents. Convention Travel Document (CTD), Stateless Person's Document (SPD), Certificate of Identity (CID), Application Registration Card (ARC)		

\* Documentation should be less than three months old

\*\* Issued within past 12 months

Please note all documents must be in applicants current name (marriage certificates excepted). At least one document must show applicant's current address and at least one document must show applicant's date of birth.