**Group 1: Primary identity documents**

| **Document** | **Notes** |
| --- | --- |
| Passport | Any current and valid passport |
| Biometric residence permit | UK |
| Current driving licence – photo card with counterpart | UK/Isle of Man/Channel Islands and EU (full or provisional) – please note some European countries do not issue counterparts)  All licences must be valid in line with current DVLA requirements |
| Birth certificate - issued at time of birth | UK and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces |
| Adoption certificate | UK and Channel Islands |

**Group 2a: Trusted government documents**

| **Document** | **Notes** |
| --- | --- |
| Current driving licence – photo card (where 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 |
| Adoption 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**

| **Document** | **Notes** | **Issue date and validity** |
| --- | --- | --- |
| 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 |  |