

As part of the pre-employment vetting, we are required to carry out a Financial and Criminal Record Check on every candidate before they are able to commence employment with us. In order to complete these checks, we require certified copies of candidates Proof of ID and Proof of Residency from the tables below. You will need to take your ID Documents to one of our branches, or our Nottingham Head Office so that one of our staff members can certify them.

For proof of ID for Basic Checks please supply one document from Group 1 and one document from Group 2a or 2b shown in the table below.

Group 1: Primary identity documents	
Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard- (full or provisional) *See note	UK, Isle of man, Channel Islands and EEA. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by the DVLA
Birth certificate- issued within 12 months of birth	UK, Isle of Man and Channel Islands-including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

*Please note if using Driving Licence for Proof of ID, this cannot be used for Proof of Residency too

Group 2a: Trusted government documents	
Document	Notes
Current driving licence photocard- (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current Driving Licence (full or provisional) – paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate- issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/Civil partnership Certificate	UK and Channel Islands
Immigration document, visa, biometric residence permit, or work permit	Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based
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 the last 12 months
Bank or Building Society statement	UK and Channel Islands or EEA	Issued in the last 3 months
Bank or Building Society account opening confirmation letter	UK	Issued in the last 3 months

Group 2b: Financial and Social History Documents		
Document	Notes	Issue date and validity
Credit card statement	UK or EEA	Issued in the last 3 months
Financial Statement, for example pension or endowment	UK	Issued in the last 12 months
P45 or P60 Statement	UK and Channel Islands	Issued in the last 12 months
Council Tax statement	UK and Channel Islands	Issued in the last 12 months
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 phone bill	Issued in the last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in the last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the department for work and pensions, the employment service, HMRC	UK and Channel Islands	Issued in the last 3 months
EEA National ID Card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man 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	Must still be valid