

Appendix 2 – Acceptable documentary evidence for proof of identity

List 1: Acceptable photographic personal identification

RA's should, in the first instance, always try to obtain photographic documents to verify a person's identity and this should be compared with the applicant's likeness by conducting a face-to-face meeting. Acceptable documents of photographic personal identification include:

- UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passport
- Passports of non-EU nationals and other valid evidence relating to their immigration status and permission to work*
- UK full or provisional photo-card driving licence (must include counterpart, except Jersey)
- EU/other nationalities photo-card driving licence (valid up to 12 months up to the date of when the individual entered the UK and providing that the person checking is confident that non-UK photo-card driving licences are bona fide)
- Biometric Residence Permit (formerly known as identity cards for foreign nationals) (UK)*
- HM Armed Forces Identity card
- ID cards carrying the PASS accreditation logo (UK and Channel Islands), 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 UK passports and driving licences.

Any other document that is not listed above, for example organisational ID cards, **must not** be accepted.

*For further information about immigration, please refer to the Right to Work and volunteer section of this procedure.

What to do if no acceptable photographic identification documents are available

If an applicant genuinely cannot provide any form of acceptable photographic personal identification as outlined within List 1 above, then the following combination of documentary evidence should be requested:

- two documents confirming their current address from List 2
- two forms of non-photographic personal identity from List 3; and
- a passport sized photograph of themselves.

Each of the documents provided should be from a different source and photographs must be endorsed on the back with the signature of a person of some standing in their community. A person of some standing in their community may be a magistrate, medical practitioner, officer of the armed forces, teacher, lawyer, bank manager or civil servant who has known them for at least three years.

The photograph should be accompanied with a signed statement from that person, stating the period of time they have known the applicant. RA's must check that signature provided in the statement matches the one on the back of the photograph, and that it contains a legible name, address and telephone number so that information can be verified.

List 2: Acceptable confirmation of address documents

Acceptable documents for confirmation of address include:

- utility bill (gas, water, electricity or land-line telephone), or a certificate from a utility supplier confirming the arrangement to pay for the services on pre-payment terms at a fixed address. More than one utility bill may be accepted if these are from two different suppliers. Utility bills in joint names are also permissible (UK)*
- local authority tax statement – for example, a council tax statement (UK and Channel Islands)**
- UK full or provisional driving licence (must include paper counterpart) – if not already presented as a personal photographic identity
- UK full driving licence (old-style paper version), old-style provisional driving licences are not acceptable
- most recent HM Revenue & Customs tax notification (i.e. tax assessment, statement of account, notice of coding but not a P45 or P60)**

- financial statement such as bank, building society, or credit card statement* (UK and EEA. Non EEA statements must not be accepted)
- credit union statement (UK)*
- mortgage statement from a recognised lender** (UK and EEA – non EEA statements must not be accepted)
- local council rent card or tenancy agreement*
- benefit statement, book or card; or original notification letter from the Department of Work and Pensions (DWP) confirming the rights to benefit – for example, child allowance, pension (UK)**
- confirmation from an electoral register search that a person of that name lives at the claimed address.**

Providing documentary evidence for previous addresses may be difficult if the check covers a long period of time, therefore RA's may wish to carry out an electronic identity database search, for example a check against the electoral register.

Any gaps in residence details should be handled sensitively and probed at the interview stage. There may be many reasons as to why this cannot be accounted for, such as foreign residence or travel. RA's should consider the time period – if less than three months RA's may decide that it is unnecessary or disproportionate to confirm activities during that period. If a gap in residency is more than a period of three consecutive months or a period of six cumulative months, RA's should ask the applicant to provide relevant documentation to cover the period in question, for example checking the applicant's passport or other documentation to prove their stay in those countries. If the applicant has been living abroad, RA's should ask them to provide confirmation of address such as a tenancy agreement or a bank statement.

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

Acceptable non-photographic documents include:

- 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
- 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)
- benefit statement, book or card or original notification letter from the Department of Work and Pensions (DWP) confirming the legal right to benefit for example, child allowance, pension**
- 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)*
- most recent tax notification from HM Revenue and Customs (i.e. tax assessment, statement of account, notice of coding, P45 or P60 (UK and Channel Islands)).**

*All documents must be dated within the last three months, unless there is good reason for them not to be, for example where there is clear evidence that the individual was not living in the UK for three months or more. These documents must contain the name and address of the applicant.

** All documents must be dated within the last 12 months.

Not denoted means that the document can be more than 12 months old.

Acceptable documents for those who have recently left full time education (16 to 19 year olds)

When appointing someone who has recently left full-time education RA's should ask for one piece of personal photographic evidence; or where this is genuinely not possible, a passport sized photograph which is endorsed by a person of some standing in their community as indicated in the section above; and a combination of two of the documents listed below:

- a grant or student loan agreement from a local education authority (UK)

- 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 after the date of birth by UK authorities overseas, such as embassies, high commissions and HM Forces
- National Insurance (NI) number or proof of issue of an NI number – the majority of individuals will be automatically issued with a NI number at the age of 16 and this will be a HR requirement for employment
- a letter from their head teacher or college principal can be requested, verifying their name and other relevant information for example, address or date of birth (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)*
- a qualification certificate.

Acceptable documents for refugees and asylum seekers

Refugees are people who have had a positive decision on their claim for asylum under the 1951 United Nations Convention Relating to the Status of Refugees (the Refugees Convention). Individuals who do not meet the Refugee Convention's criteria for refugee status may qualify either for humanitarian protection (granted for a period of five years), or discretionary leave to remain (granted up to a period of three years). It is important for employers to refer to the Right to Work and Volunteer section of this procedure in relation to a refugee's right to work, volunteer and reside freely in the UK.

Refugees will not normally have a passport and are unlikely to have copies of other official documents, such as birth certificates or photo identity cards. When granted leave to remain in the UK, a refugee will be issued with an Immigration Status Document (ISD) by the Home Office, which will indicate their refugee status. This document can be used to verify both their identity and their right to work in the UK. They may also have a travel document which can be accepted to verify their identity.

Further information on employing refugees can be found on the NHS Employers website:
www.nhsemployers.org/RecruitmentAndRetention/RefugeeHealthcareProfessionals

Schemes which support homeless people to obtain relevant identity documents

Providing appropriate documentation when an applicant is officially recognised as homeless is a challenge as they don't have any fixed abode and therefore are unable to receive benefits or other accepted documents which verify their identity and social history. If considering a homeless person for a job/role within SJA, RA's could refer them to the charity body, Crisis, who can help them to obtain a copy of their birth certificate or apply for a passport so that they can have some form of identity.

Further details can be found on the Crisis website at: www.crisis.org.uk