

Acceptable identification documents

The lists of documentation below satisfy the requirements for Identity, Right to Work and Volunteer and DBS Identity checks. The role you have applied for requires you to bring in two documents in total: one from List 1 and one from List 2 (verifying your current address). If you are unable to provide documentation from this list, there may be other documents that we will accept for these screening checks – please let us know as soon as possible if this is the case.

All documentation must be original.

List 1:

Document	Identity check	DBS check	Right to work	Right to volunteer
Current valid passport	√	√	√	√
Biometric residence permit (UK)	√	√	√	√

Note: in order to perform a Right to Work or Volunteer check, passports must be from the UK (showing the holder is a British citizen having right of abode in the UK), or an EEA country or Switzerland showing permission to work in the UK, and Biometric residence permits must be issued by the Home Office or UKVI and indicate that the holder is allowed to stay indefinitely in the UK or has no time limit on their stay.

List 2:

Document	Identity check	DBS check	Right to work	Right to volunteer
UK full or provisional photo-card driving licence (must include counterpart) (except Jersey)	√	√		
Current UK Driving Licence (old style paper version)	√	√		
Mortgage statement (UK or EEA)** (Non-EEA statements must not be accepted)	√	√		
Bank/Building Society or credit card statement (UK or EEA)* (Non-EEA statements must not be accepted)	√	√		
Council Tax Statement** (UK and Channel Islands)	√	√		
Utility Bill (UK)* - not mobile telephone	√	√		

Benefit statement* e.g. 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)*	√	√		
Full birth certificate (UK and Channel Islands) – issued at time of birth. Those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies not acceptable.)	√	√		
Letter from Head Teacher or College Principal, verifying their name and address (18-19 year olds in full time education in the UK only)	√	√		

Note: if a document in the list above is:

- Denoted with * - it should be less than three months old
- Denoted with ** - it should be issued within the past 12 months