

IDENTIFICATION

We only require photocopies of identification documents:

- **One form of photo personal ID**

AND

- **One proof of current home address**

Acceptable Photo Personal Identity Documents:

- Current UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passports
- Passports of non-EU nationals, a visa or a UK residence permit showing the immigration status of the holder in the UK
- Current UK (or EU/other nationalities) Photo-card Driving Licence (providing that the person checking is confident that non-UK Photo-card Driving Licences are genuine)
- A national ID card and/or other valid documentation relating to immigration status and permission to work

Where the applicant is not able to provide acceptable photographic ID, the following must be provided:

- One form of non-photographic personal identification and one document confirming the address must be provided from different sources.

AND

- A passport sized photograph, endorsed on the back with a signature of a 'person of standing' who has known them for at least 3 years (e.g. magistrate, medical practitioner, officer of the armed forces, teacher, lawyer or civil servant)

Any document not listed above is not an acceptable form of identification e.g. organisational ID card.

Acceptable Non-Photo Personal Identity Documents:

- Original birth certificate (UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces)
- Current full driving license (old version); (provisional driving licenses are not acceptable)
- Residence permit issued by Home Office to EU Nationals on inspection of own-country passport
- Adoption certificate
- Marriage / civil partnership certificate
- Divorce or annulment papers
- Police registration document
- Certificate of employment in HM Forces
- Current benefit book or card or original notification letter from the Department of Work and Pensions (DWP) confirming legal right to benefit
- Most recent HM Revenues and Customs (previously Inland Revenue) tax notification
- Current firearms certificate
- Application Registration Card (ARC) issued to people seeking asylum in the UK (or previously issued standard acknowledgement letters, SAL1 or SAL2 forms)
- GV3 form issued to people who want to travel in the UK without valid travel documents
- Home Office letter IS KOS EX or KOS EX2

- Building industry sub-contractor's certificate issued by HM Revenues and Customs (previously Inland Revenue)
- EEA member state identity card

To confirm address, the following documents are acceptable:

- Recent utility bill or a certificate from a supplier of utilities (Telephone (landline phone), Water, Electricity or Gas) confirming the arrangement to pay for the services on pre-payment terms (note: mobile telephone bills will not be accepted). Utility bills in joint names are permissible.
- Local authority council tax bill for the current council tax year
- Current Full UK photo card driving licence (if not already presented as a personal ID document)
- Current Full UK driving licence (old version) (if not already presented as a personal ID document)
- Bank, building society or credit union statement or passbook containing current address
- Most recent mortgage statement from a recognised lender *
- Current local Council tenancy agreement
- Current Private tenancy agreement
- Current benefit book or card or original notification letter from Department of Work and Pensions (DWP) confirming the rights to benefit
- Confirmation from an electoral register search that a person of that name lives at the claimed address *
- Court Order *
- Parental Court Order *
- HMRC self-assessment letters or tax demands dated within the current financial year
- Medical card or letter of confirmation from GP's practice of registration with the surgery

* The date on these documents must be within the last 6 months (unless there is a good reason for it not to be e.g. clear evidence that the person was not living in the UK for 6 months or more) and they must contain the name and address of the applicant.

We will accept the overseas equivalent of the above documents for claimants who live abroad.

Documents we will not accept include, but are not limited to:

- Provisional driving license
- Mobile phone bills
- Credit or store card statements

Copies of documents & Certificates:

We would prefer that you do not send original documents of identity when submitting your application. We will accept clear and legible quality copies of certificates and identification documents and where required, which have been certified by one of the following as a true copy of the original that they have seen.

Note: Certifications are only required if you are unable to provide the required identification i.e. due to homelessness, immigration status issues, in prison etc.

Please also note that this is not an exhaustive list and all cases are considered on a case by case basis therefore, it is important that you provide supporting information/documentation (if you are able) to support your application and reasons why you are unable to provide the standard identity documents. This will also allow us to process your application effectively and avoid any delays.

Within the UK:

- A practising solicitor (in which case, they should state their name and qualification as well as the name and address of the firm in which they are employed)
- The Post Office's ID checking service (in which case, please also include the completed ID Checking Service form which has been stamped by the Post Office)

Outside the UK:

A Notary Public registered in their country of residence who should provide an Apostille certificate for each document.

CERTIFIED PHOTO FORM

I confirm that the below photo is a true likeness of and that I have known them for at least 3 years.

Signed

Date.....

Position/Job Title.....

Contact Telephone

