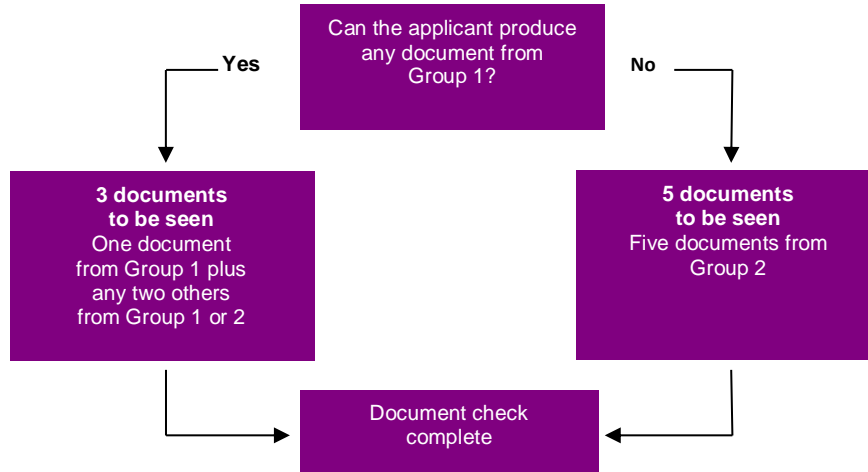


## BASIC DISCLOSURE CHECKS List of Acceptable ID Documents

The applicant must show the following ID documents to the Application Manager/ID Checker, for verification.



### Table of acceptable Group 1 and Group 2 documents

Group 1
<ul style="list-style-type: none"> <li>• Adoption Certificate (UK)</li> <li>• HM Forces ID Card (UK)</li> <li>• Passport; Current and Valid (any nationality); note: expired passports will not be accepted</li> <li>• Photo Identity Card; Current and Valid (EU countries only); note: expired ID cards will not be accepted</li> <li>• UK Birth Certificate issued within 12 months of date of birth</li> <li>• UK Driving Licence; Full or Provisional – England/Wales/Scotland/Northern Ireland/Isle of Man; either photo card <u>with</u> paper counterpart <u>or</u> old-style (pre-1998) paper driving licence</li> <li>• UK Firearms Licence</li> </ul>

Group 2		
Issued within last 12 months	Issued within last 3 months	Issued whenever
<ul style="list-style-type: none"> <li>• Bank or Building Society Document</li> <li>• British work permit/visa</li> <li>• Financial statement e.g. pension, endowment, ISA</li> </ul>	<ul style="list-style-type: none"> <li>• Addressed payslip</li> <li>• Letter from a Head Teacher</li> <li>• Mail order catalogue statement</li> <li>• Personal correspondence or a document from a Government Department</li> <li>• Utility bill – electricity</li> <li>• Utility bill – gas</li> <li>• Utility bill - telephone</li> <li>• Utility bill – water</li> </ul>	<ul style="list-style-type: none"> <li>• Asylum Registration Card</li> <li>• Certificate of British nationality</li> <li>• Child benefit book</li> <li>• Court Claim Form</li> <li>• Court summons</li> <li>• Credit card statement</li> <li>• Disclosure Scotland certificate</li> <li>• Examination certificate (e.g. GCSE, NVQ)</li> <li>• Marriage certificate/Civil Partnership Certificate</li> <li>• Mortgage statement</li> <li>• National insurance number card</li> <li>• P45/P60 statement</li> <li>• Store card statement</li> <li>• UK birth certificate (issued after 12 months of date of birth)</li> <li>• Valid insurance certificate</li> <li>• Valid NHS card</li> <li>• Valid TV licence</li> <li>• Valid vehicle registration document</li> </ul>

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