

## Acceptable Forms of ID List

In order to confirm your identity and meet the NHS Identity Check requirements you must be able to provide original documentation which meets the criteria for one of the routes below.

All documentary evidence should:

- Be issued by a trustworthy and reliable source (**no** online statements/bills unless stamped by the issuing authority)
- Be valid, dated and current (see lists and denotations for further details)
- Contain your full name, photograph and signature where applicable (see lists for further details)

ID Route – Choose 1 from the list below	
1	1 Photographic ID from <b>list 1</b> and 2 address documents from <b>list 2</b>
2	2 Photographic IDs from <b>list 1</b> and 1 address document from <b>list 2</b>
3	4 Non-photographic IDs = 2 address documents from <b>list 2</b> , 2 non-photographic from <b>list 3</b> & 1 signed passport sized photograph
List 1: Acceptable photographic personal identification	
	UK (Channel islands, Isle of man or Irish) passport or EU/other nationalities passport.
	Passport 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 – where relevant to the position being recruited to, additional information may be sought about any penalties or restrictions through the DVLA’s on-line ‘Share Driving Licence Service’.
	EU/other nationalities photo-card driving licence (valid up to 12 months up to the date of when the individual entered the UK).
	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 verified with similar security marks to UK passports and driving licences.
List 2: Acceptable confirmation of address documents	
	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. Providing documentary evidence for previous addresses may be difficult if your check covers a long period of time, therefore you may wish to carry out an electronic identity database search, for example a check against the electoral register <i>*dated within the last 3 months</i>
	Financial statement such as a bank, building society, or credit card statement (UK and EEA. Non EEA statements will not be accepted) <i>*dated within the last 3 months</i>
	Local authority tax statement – for example a council tax statement <i>**dated within the last 12 months</i>
	UK full or provisional driving licence (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 <b>not</b> a P45 or P60) <i>**dated within the last 12 months</i>
	Mortgage statement from a recognised lender (UK and EEA – non EEA statements will not be accepted) <i>**dated within the last 12 months</i>

	Benefit statement. Book or card; or original notification letter from Department of Work and Pensions (DPW) confirming the rights to benefit – for example, child allowance, pension (UK) * dated within the last 3 months
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**If you cannot provide documentation which meets the criteria for the above routes, you must be able to provide original documentation which meets the criteria for the alternative route below.**

ID Route	
3	4 Non-photographic IDs = 2 address documents from <b>list 2</b> , 2 non-photographic from <b>list 3</b> & 1 signed passport sized photograph

List 3: Acceptable non-photographic proof of personal documents	
	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 partner 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 *dated <i>within the last 3 months</i>
	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) *dated <i>within the last 3 months</i>
	Most recent tax notification from HM Revenue and Customs (i.e. tax assessment, statement of account, notice of coding, P45 or P60 (UK and Chanel Islands) *dated <i>within the last 3 months</i>