

Recruitment Document Checklist

Requirements for each type of check are found below:

Type of Check	Applies to You?	Minimum Document Requirements (please refer to the Document Checklist below for the choices of document that can be used for each check)
Right to work	YES	One UK passport / work permit / Residence Card OR Full birth / adoption certificate AND proof of National Insurance Number
Identity	YES	Two forms photo and one address OR One form photo and two address
DBS	TBC	One document from Group 1 AND 2 documents from either Group 1, 2 or 3 OR One document from Group 2 AND 2 documents from either Group 2 or 3 AND external ID check (£3.30) Total evidence must prove current name, date of birth, and current address.
Smartcard	TBC	Two forms photo and one address OR One form photo and two address OR Two non-photo and two address

If you have no photographic ID or are planning on presenting a non-UK/EEA Passport please call the Recruitment Team on 01274 251115 as soon as possible to ensure you have sufficient documentation. Further information on documents can be found at: [\(web address\)](#)

The **Document Checklist** below provides you with a list of the types of identification you can provide for your pre-employment checks:

Document	Type	Right to Work	Identity	DBS (Group)	Smartcard
UK or EU Passport	Photo	✓	✓	✓ 1	✓
Non-EU Passport	Photo	✓	✓	✓ 1	✓
Biometric Residence Permit	Photo	✓	✓	✓ 1	
UK or EU Current Photocard Driving Licence	Photo		✓	✓ 1	✓
Non-EU Photocard Driving Licence	Photo		✓	✓ 2	✓
HM Forces Photo ID Card	Photo		✓		✓

Document	Type	Right to Work	Identity	DBS (Group)	Smartcard
EU National Identity Card	Photo	✓		✓ 3	✓
Cards carrying the PASS accreditation logo	Photo		✓	✓ 3	
UK Full Birth or Adoption Certificate (original) issued within 12 months of birth (must be shown with NI proof)	Non-Photo ID	✓	✓	✓ 1	✓
UK Full Birth Certificate (copy) issued after 12 months from birth	Non-Photo ID	✓	✓	✓ 2	✓
UK Birth Certificate – short version (must be shown with NI proof)	Non-Photo ID	✓	✓	✓ 1	✓
UK/EU Current Driving Licence (old paper style)	Non-Photo ID		✓	✓ 2	✓
Marriage / Civil Partnership Certificate	Non-Photo ID		✓	✓ 2	✓
Firearms Licence	Non-Photo		✓	✓ 2	
Deed Poll Certificate	Non-Photo		✓		✓
Divorce / Annulment Papers	Non-Photo		✓		✓
Police Registration Document	Non-Photo		✓		✓
Gender Recognition Certificate	Non-Photo		✓		
Proof of National Insurance Number (P60, P45, P6, NI Card)	Non-Photo	✓	✓	✓ 3	✓
Utility Bill	Address (3 MTH)		✓	✓ 3	✓
Financial Statement (Bank / Building Society / Credit Card)	Address (3 MTH)		✓	✓ 3	✓
Local Council Rent Card or Tenancy Agreement	Address (3 MTH)		✓		✓
Credit Union Statement	Address (3 MTH)		✓		
Local / Central Government Entitlement Letter (Job Centre / Social Security etc.)	Address (3 MTH)		✓	✓ 3	✓
Evidence of entitlement to Work & Pension Benefits	Address (12 MTH)		✓	✓ 3	✓
Mortgage Statement	Address (12 MTH)		✓	✓ 3	✓
Financial Statement of Endowment or Pension	Address (12 MTH)			✓ 3	
Local Authority Tax Statement	Address (12 MTH)		✓	✓ 3	✓
UK Court Claim Form	Address (12 MTH)				✓
TV Licence	Address (12 MTH)				✓
Insurance Certificate	Address (12 MTH)				✓