ACCEPTED IDENTIFICATION – You **MUST** provide **3** separate Identity Documents.

1 must be Photographic, 1 must prove your address and you must prove your nationality/ right to work in the UK.

1. PHOTO ID TO PROVE WHO YOU ARE

**Preferred identity documents**

- A current, valid passport
- Photo driving licence (including provisional)
- Cards carrying pass accreditation logo (e.g. Citizen Card, Young Scots Card)
- HM Forces ID Card - *(if still serving)*
- Firearms license *(current and shows current address)*
- Northern Ireland Electoral Identification Card – *applicable to Northern Irish candidates ONLY*
- Biometric residence permit

All documents received must be the Original – no photocopies or downloaded versions will be accepted

**Alternative Photographic Identification (if you do not hold any)**

If you do not hold Photographic Identification as per the above list, you will be required to provide the below:

- A recent letter from your school or college head on headed paper confirming your identity with a *(signed)* passport photo attached.
- A recent letter from a Youth Organisation / Sports Club/Professional Organisation that you belong to on headed paper, confirming your identity, with a *(signed)* passport photo attached.
- A Sports Association Licence with your photograph attached that is current.
- A recent letter with a *(signed)* passport photo attached from a person you know *(a counter signatory)* that either works in or has retired from a recognised profession or is a ‘person of good standing’ who has known you for at least 2 years.

All signed Passport Photos must state on the reverse the declaration “**I confirm this is a true likeness of [your name]**” plus signature of the person who has known you for at least 2 years. and date.

**Photos and covering letters must clearly state your name and be dated within the last 3 months.**

Who can Countersign for you? Find the full list:  [www.gov.uk/countersigning-passport-applications/accepted-occupations-for-countersignatories](http://www.gov.uk/countersigning-passport-applications/accepted-occupations-for-countersignatories)
2. PROOF OF ADDRESS

One of these documents dated in the last 3 months:

- Utility Bill (but not a mobile phone bill or car insurance)
- Bank/building society credit card statement
- Job seekers letter
- Pay/wage slip
- Photo driving licence – licence must be valid with your current address. This does not have to be dated as less than 3 months old

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Alternative proof of address documents

- Open a bank account and use the confirmation letter from your bank as a proof of address – dated within 3 months.
- A recent letter from your local authority i.e. council tax statement/ welfare officer/social worker – dated within 12 months.
- Mortgage/financial statement e.g. pension, endowment, ISA – dated within 12 months.
- A savings account book showing your address.
- Child benefit book or tax credit summary clearly stating your name.
- Documents from central government agencies – P45/P60 or national insurance letter – issued within last 12 months and must show current address as stated on your application.
3. PROOF OF NATIONALITY AND RIGHT TO WORK IN THE UK

- Full UK birth certificate *(issued within 6 weeks of birth)* & national insurance number *(NINO)* or
- Naturalisation certificate
- Deed poll *(can only be used if document states nationality)*
- Current, valid passport

All documents received must be the Original – no photocopies or downloaded versions will be accepted.

Alternative proof of nationality and right to work in the UK documents

A full *(Long)* English/Welsh birth certificate which shows one or both parents and their place of birth.

Scottish or Northern Irish Birth Certificates – if these do not detail one or both parents or their place of birth, you must prove your parent’s nationality by supplying either their passport or their long birth certificate.

A full UK version of an adoption certificate showing one or both parents and their nationality.

A short birth certificate. You must also provide proof of one of your parent’s nationality with their passport or birth certificate. *(You can prove your parent’s nationality by taking a certified copy of their passport or birth certificate).*

4. OVERSEAS CANDIDATE

Passport and biometric card *(Visa)*

Alternative proof of nationality documents for overseas candidates.

Passport must be valid – and have at least 2 years and 6 months validity.

Biometric residence permit must be valid – if not valid at time of assessment then Home Office letter proving renewal is in process must be provided.