

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



Firearms license
(current and shows current address)



Photo driving licence (including provisional)



Northern Ireland Electoral
Identification Card – applicable
to Northern Irish candidates ONLY



Cards carrying pass accreditation logo
(e.g. Citizen Card, Young Scots Card)



Biometric residence permit



HM Forces ID Card - (if still serving)

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

ACCEPTED IDENTIFICATION – Continued

2. PROOF OF ADDRESS

One of these documents dated in the last 3 months:

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

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

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.

ACCEPTED IDENTIFICATION – Continued

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
-  Current, valid passport
- All documents received must be the Original – no photocopies or downloaded versions will be accepted
-  Naturalisation certificate
-  Deed poll (*can only be used if document states nationality*)

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