

Name of Applicant

Please note: All documents must be valid, original (not photocopies) and in the applicant's current name. At least one document must show the applicant's current address and at least one document must show their date of birth. Please ensure the details in the documentation match those given on the application form. Please tick appropriate box where documentary evidence has been viewed.

Can you produce any Document from Group 1? If YES, you need 3 Documents – 1 document from Group 1 and 2 more from Groups 1 or 2. If NO, you need 5 documents from Group 2.

Group 1

- Valid passport (any nationality)
- UK Driving Licence (full or provisional acceptable) (either photocard or paper – photocard only valid if presented with counterpart licence) England, Wales, Scotland, Northern Ireland, Isle of Man
- Original UK Birth Certificate (issued within 12 months of the date of birth) *(full or short form acceptable including those issued by UK authorities overseas - Embassies, High Commissions, HM Forces)*
- EU National Identity Card *(stating that it is a national identity card, carrying photo of applicant, carrying full name corresponding with that on the Disclosure Application form and issued by one of the 27 EU Member States.)*
- HM Forces ID Card (UK)
- Firearms licence (UK)
- Adoption Certificate (UK)

Group 2

- Marriage certificate / Civil Partnership Certificate
- Financial statement (eg pension, endowment, ISA) **
- Birth certificate (in the case of UK certificate issued after 12 months of date of birth)
- Valid vehicle registration document (V5 old style and V5C new style only)
- P45 / P60 statement UK **
- Mail order catalogue statement *
- Bank or building society statement *
- Court Claim Form (documentation issued by Court Services)**
- Utility Bill (electricity, gas, water, telephone – inc.mobile phone contract / bill) *
- Exam certificate (eg GCSE: NVQ; O/A level: degree)
- Valid TV Licence **
- Addressed payslip *
- Credit or Store Card statement *
- National Insurance Card (UK)
- NHS card (UK)
- Mortgage statement **
- Benefit Book* (Child Allowance or Pension)
- Insurance Certificate **
- Certificate of British nationality (UK)
- Council Tax Statement **
- Work permit / visa (UK) **
- Document from Central / Local Government / Government Agency / Local Authority giving entitlement (UK) (ie Department Work and Pensions; Employment Service; Customs and Revenue; Inland Revenue; Job Centre; Job Centre Plus; Social Security) (UK)
- Connexions card (UK)
- CRB Disclosure Certificate **
- One of the following from Borders & Immigration Agency (BIA) formerly the Immigration and National Directorate (IND) UK: **do not use more than one document**
Convention Travel Document (CTD); Stateless Person's Document (SPD); Certificate of Identity (CID); Asylum Registration Card (ARC)
- Letter from a Head Teacher *

*documentation should be less than 3 months old

** issued within past 12 months or current
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