



**ROUTE ONE** You must provide at least One (1) document from **Group 1** and Two (2) documents from **Group 1, 2a or 2b** (i.e. **Three (3)** documents in total. **One (1) MUST** verify your **current address**)

**Group 1 - Primary Trusted Identity Credentials** (tick the documents you can produce)

- Current valid Passport
- Birth Certificate (UK and Channel Islands) - issued at the time of birth;
  - Full or Short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable)
- Current Driving Licence (UK) (Full or Provisional) Isle of Man/Channel Islands;
  - Photo Card only (a photocard is only valid if presented with the associated counterpart licence; except Jersey)
- Biometric Residence Permit (UK)

**Group 2a –Trusted Government/State Issued Documents** (tick the documents you can produce)

- Current UK Driving Licence (old style paper version)
- Current Non-UK Photo Driving Licence (valid for up to 12 months from the date the applicant entered the UK) (Valid only for applicants residing outside of the UK at time of application). Please note this document may be used to verify the identity of an individual prior to arriving in the UK.
- Birth Certificate (UK & Channel Islands)- (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK & Channel Islands).
- Adoption Certificate (UK & Channel Islands).
- HM Forces ID Card (UK).
- Fire Arms Licence (UK & Channel Islands)

**Group 2b –Financial/Social History Documents** (tick the documents you can produce)

- Bank/Building Society Statement\* (UK or EEA) (**Non-EEA** statements **MUST NOT** be accepted).
- Credit Card Statement\* (UK or EEA) (**Non-EEA** statements **MUST NOT** be accepted).
- Utility Bill\* (UK) – (Mobile Phone Bill **MUST NOT** be accepted).
- Benefit Statement\* - e.g. Child Allowance, Pension.
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands)\* - e.g. from the Department for Work & Pensions (DWP), the Employment Service, HM Revenue & Customs (HMRC), Job Centre, Job Centre Plus, Social Security
- Mortgage Statement\*\* (UK or EEA) (**Non-EEA** statements **MUST NOT** be accepted).
- Financial Statement\*\* - e.g. pension, endowment, ISA (UK).
- P45/P60 Statement\*\* (UK & Channel Islands).
- Council Tax Statement\*\* (UK & Channel Islands).
- Work Permit/Visa\*\* (UK) (UK Residence Permit) (Valid up to expiry date).
- Bank/Building Society Account Opening Confirmation Letter (UK).
- Letter of Sponsorship from future employment provider (**Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at the time of application**).
- EU National ID Card.
- Cards carrying the **PASS** accreditation logo (UK & Channel Islands).
- Letter from Head Teacher or College Principal (16 - 19 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted) (UK).

## Key:-

- \* Denotes document must be **less than three (3) months old**
- \*\* Denotes document must have been issued within the **last twelve (12) months**
- Not Denoted – the document can be **more than 12 months old**.

If you cannot produce a **Group 1** document then go to **ROUTE TWO**

### **ROUTE TWO** – You must produce

- Three (3) documents from **Group 2** comprising of;
  - One (1) document from **Group 2a** **and**
  - Two (2) further documents from **Group 2a or 2b**; one of which must confirm your current address **and**
- The recruiting organisation that is conducting the check will then need to conduct an appropriate External ID Validation search is used to check your details against their records to establish your name and living history footprint.

If you cannot meet the requirements of **ROUTE ONE** or **ROUTE TWO** your recruiting organisation will have a probing discussion with you to establish **why** you cannot meet these requirements.

### **ROUTE THREE** – You must produce

- Birth Certificate (UK & Channel Islands)- (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable) **and**
- Four (4) further documents from **Group 2** comprising of;
  - One (1) document from **Group 2a**; **and**
  - Three (3) documents from **Group 2a or Group 2b**; one of which must verify your current address.

If your recruiting organisation is unable to validate your Identity through **ROUTES ONE, TWO** or **THREE**, the fast electronic application will have to be abandoned, you will have to complete a paper application, **and you will need to go for fingerprinting by the Police.**

**You must be aware this will cause a considerable delay in the CRB application process and subsequently your recruitment.**