

Criminal Record Check

IMPORTANT: At least one document must confirm your current name, one document must confirm your current address and one document must confirm your date of birth. Wherever possible, a document below that holds a photograph should be submitted.

ID documents printed from the internet (e.g., internet bank statements) are not acceptable.

Documents in a previous name can be accepted **ONLY** where the applicant can provide documentation supporting a recent change because of:

- Marriage/civil partnership (marriage/civil partnership certificate)
- Divorce/civil partnership dissolution (decree absolute/civil partnership dissolution certification) – the acceptance of this document will be taken on a case to case basis, and further ID maybe required as evidence of your name change.
- Deed poll (Deed Poll certificate)

Can you produce one document from Group 1

- "Yes"
we need two more documents. The two additional documents can be from Group 1 or Group 2a / 2b
- "No"
please contact the person who has asked you to complete the application form to discuss other ID submission options

GROUP 1 – Primary Trusted Identity Credentials

Biometric Residence Permit (UK)

Birth Certificate (UK & Channel Islands) - issued at time of birth (full or short)

Current Driving Licence (UK, Isle of Man and Channel Islands) (Full or provisional) photocard

Current Driving Licence (Full or provisional) – EU Photocard

Current valid Passport (Any country)

Adoption Certificate (UK)

GROUP 2 - Group 2a – Trusted Government/State Issued Documents

Birth Certificate (UK and Channel Islands) - issued after the time of birth

Current Driving License (Full or provisional). Paper version if issued before 1998 (Isle of Man, UK, Channel Islands and EU)

Fire Arms Licence (UK, Channel Islands and Isle of Man)

HM Forces ID Card (UK)

Marriage/Civil Partnership Certificate (UK and Channel Islands)

Non UK & EU Current Driving Licence (Full or provisional) – Photo Card All Countries excluding UK/Isle of Man/Channel Islands & EU

GROUP 2 - Group 2b – Financial/Social History Documents

Bank/Building Society Statement (UK or EEA) – not online print out, unless they are stamped by your bank to confirm that they are original copies of your statements*

Bank/Building Society Account Opening Confirmation Letter (UK) – not online print out, unless they are stamped by your bank to confirm that they are original copies of the letters originally issued to you*

Benefit Statement - e.g. Child Allowance, Pension*

Cards carrying the PASS accreditation logo (UK and Channel Islands)

Council Tax Statement (UK & Channel Islands)**

Credit Card Statement (UK or EEA)*

Document (UK & Channel Islands) from Central/Local Govt. / Govt. Agency / Local Authority giving entitlement*

EU National ID Card

Financial Statement (UK) - e.g. pension, endowment, ISA**

Letter of Sponsorship from future employment provider (Non-UK/Non-EEA)

Letter from Head Teacher or College Principal (16 - 19 year olds in full time education) (UK)

Mortgage Statement (UK or EEA)**

P45/P60 Statement (UK & Channel Islands) – Not an online print out**

Utility Bill (UK) - Not Mobile Telephone*

Work Permit/Visa (UK) (UK Residence Permit) (valid up to the expiry date)

Annotation

Documents denoted with * must be less than three months old

Documents denoted with ** must be issued within the past 12 months

Documents not denoted can be more than 12 months old