

## List of Valid Identity Documents



The applicant **must** produce 3 documents –

- 1 document from Group 1
- 2 further documents from Group 1 or 2a or 2b

The documents seen must enable the applicants Name, Date of Birth and Address to be verified.

### Group 1 Primary Trusted Identity Credentials

- Current valid Passport – UK or EEA (or Non-EEA in combination with a Biometric Residence Permit or current Work Permit/Visa)
- Biometric Residence Permit (UK)
- Current Photo Card Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands; **(a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)**
- Birth Certificate (UK & Channel Islands) – **issued at the time of Birth** (within 6 weeks of DOB); Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

### Group 2a – Trusted Government /State Issued Documents

- Current UK Driving licence (old style paper version)
- Current Non-UK Photo Driving Licence (**valid only** for applicants residing outside of the UK at the time of application- can be used up to 12mths from date of entry to UK)
- Birth Certificate (UK and Channel Islands) – issued after the time of birth (photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK)
- Adoption Certificate (UK)
- HM Forces ID Card (UK)
- Firearms Licence (UK)

### Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)\*\*
- Bank/Building Society Statement (UK or EEA)\*
- Bank/Building Society account opening confirmation letter (UK)
- Credit Card Statement (UK or EEA)\*
- 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 until expiry date**
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – **valid only** for applicants residing outside of the UK at time of application)
- Utility Bill (UK)\* – **Not Mobile Telephone**
- 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 and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK)
- Letter from Head Teacher or College Principal (**16-19 year olds in full time education (UK only) – only used in exceptional circumstances when all other documents have been exhausted.**)

#### Please note:

If a document in the List of Valid Identity Documents is:

- denoted with \* – it should be less than three months old
- denoted with \*\* – it should be issued within the past 12 months
- not denoted – it can be more than 12 months old.

If an applicant is unable to produce a Group 1 document and is unable therefore to follow this process, please contact the HR Safeguarding Team on 01872 324130 or email [hrrsafeguardingteam@cornwall.gov.uk](mailto:hrrsafeguardingteam@cornwall.gov.uk)