

UKCA/RWA Child Protection Services

Acceptable identity documents

How many documents do we need to see?

Can applicant produce any documents from Group 1?

- Yes - 3 documents must be seen. One document from Group 1 plus any two from Groups 1 or 2.
- No - 5 documents must be seen. Five documents from Group 2

List of Valid Identity Documents

Group 1

- Passport
- EU National Identity Card
- Identity Card for Foreign Nationals (ICFN) / Biometric residence permit
- Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands; either photocard or paper (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
- Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- HM Forces ID Card (UK)
- Firearms Licence (UK)
- Adoption Certificate (UK and Channel Islands)

Group 2

- Marriage/Civil Partnership Certificate
- Financial Statement ** - e.g. pension, endowment, ISA
- Birth Certificate
- Vehicle Registration Document (Document V5 old style and V5C new style only)
- P45/P60 Statement **(UK & Channel Islands)
- Mail Order Catalogue Statement*
- Bank/Building Society Statement*
- Court Claim Form** (UK)
- Documentation issued by Court Services*

- Utility Bill* - electricity, gas, water, telephone – including mobile phone contract/bill Exam Certificate e.g. GCSE, NVQ, O Levels, Degree
- TV Licence**
- Addressed Payslip *
- Credit Card Statement *
- National Insurance Card / letter (UK & Channel Islands)
- Store Card Statement *
- NHS Card (UK & Channel Islands)
- Mortgage Statement **
- Benefit Statement* - e.g. Child Allowance, Pension
- Insurance Certificate **
- Council Tax Statement (UK & Channel Islands) **
- Work Permit/Visa (UK) **
- 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
- CRB, Disclosure Scotland and ISA Certificate (UK)**
- Letter from a Head Teacher*
- Connexions Card; including those cards carrying the PASS accreditation logo (UK & Channel Islands)
- General Medical Council (GMC) Certificate

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.