

## VALID IDENTITY DOCUMENTS GUIDANCE

To validate your identity a range of documents are required. These documents are divided into groups: **Group 1, Group 2a & Group 2b**. The combination of documents required from each group is detailed below.

### ROUTE ONE

3 documents to be submitted including at least one **Group 1** document:

- 1 document from **Group 1 and**
- 2 further documents from **Group 1, Group 2a or Group 2b**; one of which must verify your current address.

**ROUTE TWO – N/A – if you cannot provide documents to progress via Route one, the online system will ask you to provide documents for Route three.**

### ROUTE THREE (*only be used if unable to meet the requirements of Route One*)

- You must produce a birth certificate - UK and Channel Islands - issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable **and**
  - 1 document from **Group 2a; and**
  - 3 further documents from **Group 2a or Group 2b**; one of which must verify your current address.
- If you do not have the documents to meet Route 1 or 3 you will not be able to complete an online application and should contact the school for further guidance.

**LIST OF VALID IDENTITY DOCUMENTS ORIGINALS ONLY - photo copies are not acceptable -- All driving licences must be valid**

#### **Group 1: Primary Trusted Identity Credentials**

- Passport - any current and valid passport
- Biometric residence permit - UK
- Current driving licence photo card - UK/Isle of Man/Channel Islands and EU (full or provisional) all licences must be valid.
- Birth certificate issued at the time of birth - UK & Channel Islands - including those issued by UK authorities overseas, e.g. Embassies, High Commissions and HM Forces
- Adoption certificate - UK and Channel Islands

#### **Group 2a: Trusted Government/State issued Documents**

- Current driving licence photo card – (full or provisional) all countries outside the EU (excluding Isle of Man and Channel Islands).
- Current driving licence (full or provisional) - paper version (if issued before 1998) – UK/Isle of Man/Channel Islands and EU.
- Birth certificate issued after time of birth - UK and Channel Islands
- Marriage/civil partnership certificate - UK and Channel Islands
- HM Forces ID Card - UK
- Fire Arms licence – UK, Channel Islands and Isle of Man

#### **Group 2b: Financial/Social History Documents**

- Mortgage statement - UK or EEA\*\*
- Bank or building society statement – (online prints not acceptable) UK and Channel Islands or EEA\*
- Bank or building society account opening confirmation letter – UK \*
- Credit card statement - UK or EEA\*
- Financial statement e.g. pension or endowment - UK\*\*
- P45 or P60 statement - UK and Channel Islands\*\*
- Council tax statement - UK and Channel Islands \*\*

- Work permit or visa - UK (valid up to expiry date)

**Group 2b: Financial/Social History Documents (contd)**

- Letter of sponsorship from future employment provider - Non-UK or Non-EEA only - valid only for applicants residing outside of the UK at time of application – must still be valid
- Utility bill - UK - Not mobile telephone bill\*
- Benefit statement\* - e.g. Child Benefit, Pension UK\*
- Central or local government, government agency or local council document giving entitlement e.g. from the Department for Work and Pensions, the Employment Service , HMRC - UK and Channel Islands\*
- EU National ID card - must still be valid
- Cards carrying the PASS accreditation logo - UK and Channel Islands - must still be valid
- Letter from head teacher or college principal – UK for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided

**Please Note:**

If a document in the list of Valid Identity Documents above is:

Denoted with \* - it should be less than three month old.

Denoted with \*\* - it should be issued within the past 12 months