

Guide to Acceptable Documentation for Identity, Right to Work and PVG/Disclosure Checks – NSS/PHS

This guide has been designed to help recruiting managers and prospective employees identify which documents can be used to satisfy pre-employment checks. [Appendix A](#) – ‘The Employment Checks Cross Reference Tool’ highlights which documents can be used for which checks.



All employers are required to **verify the identity of a prospective employee prior to commencing pre-employment checks**. Candidates must provide a minimum of 2 forms of identification:

[\(Please refer to Appendix A for further examples of acceptable documents – a document from List A & B is required\)](#)

- One photo ID (e.g., passport or driving licence)
- One proof of address (e.g., council tax bill, utility bill, bank statement, or mortgage statement) - if the proof of address is a **digital print**, a **second proof of address** from a different source is also required. For example, a utility bill from a provider and a bank statement from your bank. The proof of address should be dated within the last 6 months (12 months for council tax or mortgage statement)

Important: Please ensure one of the documents included above confirms the candidates Right to Work in the UK such as a UK passport, UK birth certificate or Share Code check for overseas candidates - [\(List B\)](#)



Wherever possible, original documents should be used for identification purposes.

Please note if PVG/Disclosure check is required, an additional form of identification will be requested – [\(List C\)](#)

[\(Please refer to Appendix A\)](#)

Photocopying Documents

If a **passport** is produced as one of the acceptable documents, the photocopy document must include:-

Any pages providing the holder's personal details; nationality; photograph; date of birth; signature; date of expiry and biometric details; and any pages containing UK Government endorsements' showing the holder is allowed to work in the UK and carry out the work in question.

All other documents should be copied in full, including both sides of a Biometric Residence Permit.

Please note: With effect from 5th April 2022, if you hold a Current UK Biometric residence permit [BRP] card you will need to provide your Sharecode for verification prior to any unconditional offer of employment being issued.

Appendix A

EMPLOYMENT CHECKS CROSS REFERENCE TOOL

CHECK TYPE DOCUMENTS	A - IDENTITY			B - RIGHT TO WORK		C - PVG/DISCLOSURE		
	Photo	Address	Non-Photo	List A [Permanent right to work in UK]	List B [Temporary right to work in the UK]	Group 1 [Primary]	Group2a [Trusted Government]	Group 2b [Financial and Social]
Current UK/Ireland Passport	✓			✓	✓	✓	✓	
Current other nationalities passport	✓					✓	✓	
Current UK Biometric residence permit [BRP] card (A Sharecode will be required following any conditional offer of employment).	✓			✓	✓	✓	✓	
Current residence card [issued since 6 April 2015]	✓			✓	✓		✓	
EU national ID card [valid]								✓
The National Entitlement Card (NEC) is Scotland's National Smartcard						✓		
Certificates of registration or naturalisation				✓				
UK full or provisional photo card driving licence	✓	✓				✓		
EU/other nationalities photo card driving licence [valid up to 12 months on entry to UK]	✓							
UK full old-style paper driving licence [old-style provisional licences are not acceptable]			✓					
Driving Licence (without photograph)						✓		
Application registration card [for asylum claimants]					✓			✓ With a Positive Verification Notice
Certificate of application, issued by the Home Office				✓	✓ Less than six months old			✓
Positive Verification Notice				✓	✓			✓
Work permit/residency permit [UK] valid to the expiry date			✓					✓
Current immigration status document				✓	✓		✓	

							With an official document stating NIN and name	
Identify cards carrying the PASS accreditation logo [UK and Channel Islands]	✓							✓
HM Armed Forces Identity card [UK]	✓						✓	
Letter from head teacher or college principal [16-19 year olds]			✓					✓
Utility bill [gas, water, electricity or landline telephone]		✓						✓
Local authority tax statement i.e. council tax		✓						✓
Full old-style paper driving licences [not provisional]		✓	✓					
HM Revenue and Customs tax notification		✓						
Financial statement [bank, building society or credit card] – UK and EEA only]		✓						✓
Bank of Building Society account opening letter		✓						✓
Credit union statement		✓						
Mortgage statement from a recognised lender [UK/EEA]		✓						
Financial statement i.e. pension or endowment		✓						
Local council rent card or tenancy agreement		✓						
Evidence of entitlement to DWP benefits i.e. child benefit, pension etc.		✓	✓					
Benefit statement i.e. tax credits		✓	✓					✓
Confirmation from an electoral register		✓						
Full birth certificate [UK and Channel Islands]			✓	✓		✓	✓	
Full birth certificate issued by UK authorities overseas			✓					
Most recent HM Revenue and Customs tax notification i.e. assessment , statement of account, P45, P60 or notice or coding [UK and Channel Islands]		✓	✓					✓
Adoption certificate [UK and Channel Islands]			✓	✓		✓		
Right of abode certificate				✓				
Marriage/civil partnership certificate			✓				✓	
Gender recognition certificate			✓					

Deed poll certificate			✓					
Firearms certificate/licence [UK, Channel islands and Isle of Man]			✓				✓	
Police registration document			✓					
Certificate of employment in the HM Forces [UK]			✓					
Local/central government agency or local council , giving entitlement such as the department for Work and Pensions, the Employment Service or HRMC			✓				✓	
Letter of sponsorship from future employer							✓	✓