

HR Compliance - Acceptable Documents

Photo ID:

- Current and Valid Passport
- Biometric residence permit
- Current and Valid driving licence (or provisional)
- Current HM Forces ID card
- Current firearms licence

Right to Work:

- Current and Valid UK/EU Passport
- Biometric residence permit
- Current and valid visa alongside foreign passport
- Birth Certificate
- UK Adoption Certificate

Proof of Address:

Documents dated within the last 3 months:

- Bank or building society statement/credit card statement
- Utility bill (Mobile phone bills/short-term loan statements do not count)
- Pension statement
- P45
- Letter from the government (Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC)
- Benefit statement
- Letter of sponsorship from a university or college

Documents dated within 12 months:

- Council tax bill covering the financial year
- Utility bill if paid yearly/quarterly
- Mortgage statement
- P60 Statement

Anything not on this list cannot be used and is non-compliant.