

NHS Employers - Identity Checks

Prospective employees will need to provide either of these two combinations:

- Two forms of photographic personal identification and one document confirming their address
- One form of photographic personal identification and two documents confirming their address

List 1: Acceptable Photographic Personal Identification

- UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passport
- Passports of non-EU nationals and other valid evidence relating to their immigration status and permission to work
- UK full or provisional photo-card licence
- EU/other nationalities photo-card driving licence
- Biometric Residence Permit (UK)
- HM Armed Forces Identity Card
- ID cards carrying the PASS accreditation logo (UK & Channel Islands)

List 2: Acceptable confirmation of address documents

- Utility Bill (gas, water, electricity or land-line telephone) or a certificate from a utility supplier confirming the arrangement to pay for the services on pre-payment terms at a fixed address. More than one utility bill may be accepted if these are from two different suppliers. Utility bills in joint names are also permissible (UK)*
- Local authority tax statement – e.g. a council tax statement (UK & Channel Islands)**
- UK full or provisional driving licence – if not already presented as a personal photographic identity
- UK full driving licence (old-style paper version) old-style provisional licences are not acceptable
- Recent HMRC tax notification – e.g. tax assessment, statement of account, notice of coding**
P45 and P60 records are not acceptable
- Local council rent card or tenancy agreement*
- Credit union statement (UK)*
- Mortgage statement from a recognised lender**
- financial statement such as bank, building society or credit card statement*
- Confirmation from an electoral register search that a person of that name lives at claimed address**
- Benefit statement, book or card – or original notification letter from Department of Work & Pensions (DWP) confirming rights to benefit – e.g. child allowance or pension (UK)**

No acceptable photographic identifications documents?

If an individual genuinely cannot provide any form of acceptable photographic personal identification within List 1, then the following combination of documentary evidence should be requested:

- Two documents confirming their current address (List 2)
- Two forms of non-photographic personal identity (List 3)
- A passport sized photo of themselves – counter-signed by a person of some standing.

* – document must be dated within last 3 months
** – document must be dated within last 12 months
Not denoted – there is no time limit on the document

List 3: Acceptable non-photographic proof of personal identification documents

- Full birth certificate (UK & Channel Islands)
- UK full old-style paper driving licence – *old-style provisional licences are not acceptable*
- Work permit / residency permit (UK) valid until the expiry date of contract
- Adoption certificate (UK & Channel Islands)

- Marriage or civil partnership certificate. Divorce, dissolution or annulment papers. Deed poll certificate (UK & Channel Islands)
- Gender recognition certificate
- Firearms certificate / licence
- Police registration document
- Certificate of employment in the HM Forces (UK)
- Benefit statement, book or card – or original notification letter from Department of Work & Pensions (DWP) confirming rights to benefit – e.g. child allowance or pension (UK)**
- Document from local / central government authority or local authority giving entitlement such as Employment Services, Job Centre, Social Security Services (UK & Channel Islands)*
- Recent tax notification from HMRC – e.g. tax assessment, statement of account, notice of coding, P45 and / or P60 **

Acceptable documents for those who have recently left full-time education (16 – 19 year-olds)

When appointing someone who has recently left full-time education you should request one piece of personal photographic evidence and a combination of two of the documents listed.

Where photographic identification evidence is not possible, a passport sized photo of themselves, countersigned by a person of some standing must be provided.

- A grant or student loan agreement from a local education authority (UK)
- Full birth certificate (UK & Channel Islands)
- NI number or proof of issue of NI number – this is a HR requirement for employment
- A letter from headteacher or college principal can be requested verifying name and any other relevant info – e.g. address or date of birth
- Document from local / central government authority or local authority giving entitlement such as Employment Services, Job Centre, Social Security Services (UK & Channel Islands)*
- Qualification certificate/s