**All candidates should produce three documents, with at least one from group one.**

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| **Group 1: Primary identity documents** | **Notes** |
| Passport | Any current and valid passport |
| Biometric residence permit | UK |
| Current driving licence – photo card with counterpart where one is issued | UK/Isle of Man/Channel Islands and EU (full or provisional)  (Please note some European countries do not issue counterparts)  All licences must be valid in line with current DVLA requirements |
| Birth certificate – issued at time of birth | UK and Channel Islands – including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces |
| Adoption certificate | UK and Channel Islands |

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| **Group 2a: Trusted government documents** | **Notes** |
| Current driving licence – photo card | All countries (full or provisional)  All licences must be valid in line with current DVLA requirements |
| Birth certificate – issued after time of birth | UK and Channel Islands |
| Marriage/civil partnership certificate | UK and Channel Islands |
| HM Forces ID card | UK |
| Firearms licence | UK, Channel Islands and Isle of Man |

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| **Group 2b: Financial and social history documents Document** | **Notes** | **Issue date and validity** |
| Mortgage statement | UK or EEA | Issued in last 12 months |
| Bank or building society statement | UK and Channel Islands or EEA | Issued in last 3 months |
| Bank or building society account opening confirmation letter | UK | Issued in last 3 months |
| Credit card statement | UK or EEA | Issued in last 3 months |
| Financial statement, e.g. pension or endowment | UK | Issued in last 12 months |
| P45 or P60 statement | UK and Channel Islands | Issued in last 12 months |
| Council Tax statement | UK and Channel Islands | Issued in last 12 months |
| Work permit or visa | UK | Valid up to expiry date |
| 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 | Issued in last 3 months |
| Benefit statement, e.g. Child Benefit, Pension | UK | Issued in last 3 months |
| 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 | Issued in last 3 months |
| 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  Only used in exceptional circumstances if other documents cannot be provided | UK – for 16 to 19 year olds in full time education |  |