

## **ID and Proof of Address Checks for max20**

As proof of "Right to Work" you must provide a passport. If you do not have a passport then you will need to provide a FULL Birth Certificate (stating the name of one parent) along with evidence of your National Insurance Number (e.g. a National Insurance Card, printed P45/P60 or a printed payslip from a previous employment. You can choose from the following 3 options:

**OPTION 1:** 2 forms of photo ID + 1 proof of address

**OPTION 2:** 1 form of photo ID + 2 proofs of address

**OPTION 3:** If no photo ID available, a passport sized photo endorsed by a person of standing in the community along with a FULL Birth Certificate (showing the name of one parent) + proof of N.I. Number + 2 proofs of address.

### **Acceptable Photo ID:**

- Valid passport
- UK photo card driving licence
- ID Card (UK Citizen Card)
- EU ID Card
- Biometric Resident Permit
- HM Armed Forces Identity Card.

### **Acceptable Proof of Address:**

*These must be dated within the previous 3 months:*

- Utility Bills (gas, electric, water, phone land-lines)
- Bank, Building Society or Credit Card Statements
- Council Rent Book/Card
- Council Electoral Register Letter

*These must be dated within the previous 12 months:*

- Council Tax Bill
- Annual Water Bill
- HMRC Tax Letter
- Mortgage Statement
- Benefit Statement (DWP)

*These can be dated at any time:*

- UK Full or Provisional Driving Licence.

### **Acceptable Non-photo ID:**

- Full Birth Certificate (with name of one parent)
- UK Paper Driving Licence
- Resident Permit
- Student Grant/Loan letter.
- Adoption/Marriage/Divorce/ Deed Poll Certificate
- DWP Benefit Statement dated within 12 months
- Tax Notification dated within 12 months