

## Identification documents for new starter appointment

Dear new starter

Once you have confirmed your attendance at your new starter appointment with HR please ensure that you bring the following ID documents with you to your appointment.

**One photographic ID and Two proofs of address**

Or

**Two photographic ID and One proof of address**

**\*\*Please note that one of the documents presented must be able to demonstrate that you have the right to live and work in the UK (i.e. passport/ EEA/ EU ID card)**

### **Acceptable photographic ID includes;**

- Valid UK or EEA/ EU Passport
- EEA/ EU National ID Card
- HM Forces ID Card
- Non- EEA/ EU Passport with valid visa or residence permit
- UK Photocard Driving Licence with counterpart (full or provisional)
- ID Cards carrying the PASS accreditation logo

### **Acceptable proof of address documents include;**

- Bank/ Building Society/ Credit Card Statement issued in last three months
- Current UK Driving Licence (Photocard with counterpart or old style driving licence)
- Confirmation from an electoral register search
- Most recent HM Revenues and Customs Tax Notification (**NOT** P45 or P60)
- Local Authority Tax Bill for current year i.e. 2012/2013
- Recent Mortgage statement from recognised lender issued in last 12 months
- Utility Bill or a Certificate from a supplier of utilities confirming the address issued in the last 3 months e.g. Gas, Water, and Electricity, Broadband
- Rent card / Tenancy Agreement
- Right to Benefit Document or original notification letter from Department of Work and Pensions