

Valid Identity & Address Documents

Required for JRRA;

- One photographic identity document, and two documents confirming your address.

Required for DBS check;

- One document from Group 1.

- Two further documents from Group 1, 2a, or 2b, one of which must verify your current address.

The same documents may be used for both JRRA and DBS requirements accept in the instance of a letter from Job Centre, Job Centre Plus cannot be used for JRRA auditing purposes.

Group 1 - Primary Trusted Identity Credentials

- Current valid Passport.
- Biometric Residence Permit (UK).
- Current Driving Licence - Full or provisional (UK/Isle of Man/Channel Islands/EU);
 - Photo card with paper counterpart (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey).
- Birth Certificate (UK and Channel Islands) - issued at the time of birth;
 - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.
- Adoption Certificate (UK and Channel Islands).

Group 2a - Trusted Government/State Issued Documents

- Current Driving Licence, paper version, full or provisional (UK/Isle of Man/Channel Islands/EU).
- Current Non-UK Photo Driving Licence, full or provisional (valid for up to 12 months from the date the applicant entered the UK).
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- HM Forces ID Card (UK).
- Firearms Licence (UK/Channel Islands/Isle of Man).

Group 2b - Financial/Social History Documents

- Mortgage Statement (UK or EEA) ** (Non-EEA statements must not be accepted).
- Bank/Building Society Statement (UK/Channel Islands/EEA) * (Non-EEA statements must not be accepted).
- Bank/Building Society Account Opening Confirmation Letter (UK) *.
- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted).
- Financial Statement - e.g. pension, endowment, ISA (UK) **.
- P45/P60 Statement (UK & Channel Islands). **
- Council Tax Statement (UK & Channel Islands). **
- Work Permit/Visa (UK) (UK Residence Permit) - valid up to expiry date.
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application).
- Utility Bill (UK) * – Not Mobile Telephone.
- Benefit Statement * - e.g. Child Allowance, Pension.
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)* - e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security.
- EU National ID Card.
- Cards carrying the PASS accreditation logo (UK and Channel Islands).
- Letter from Head Teacher or College Principal (16/19 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted) (UK).

Please note:

- ~ Documents denoted with * - should be less than three months old.
- ~ Documents denoted with ** - should be issued within the past 12 months.
- ~ Documents not denoted - can be more than 12 months old.