

### 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, or 2a, or 2b, one of which must verify your current address.

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

**Group 1 - Primary Identity Documents**

- Current valid Passport.
- Biometric Residence Permit (UK).
- Current Driving Licence photocard - Full or provisional (UK/Isle of Man/Channel Islands/EEA);
- Birth Certificate – (UK, Isle of Man and Channel Islands) including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces) - issued within 12 months of birth; **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or previous employer.
- Adoption Certificate (UK and Channel Islands) **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or previous employer.

**Group 2a - Trusted Government Documents**

- Current Driving Licence, full or provisional, paper version if issued before 1998 (UK/Isle of Man/Channel Islands/EEA).
- Current Driving Licence photocard, full or provisional (all countries outside of the EEA, excluding Isle of Man and Channel Islands)
- Birth Certificate (UK, Isle of Man and Channel Islands) - (issued after the time of birth)
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- Immigration document, visa or work permit (for applicants living and working outside the UK) issued by the country where the role's based.
- HM Forces ID Card (UK).
- Firearms Licence (UK/Channel Islands/Isle of Man).

**Group 2b – Financial and Social History Documents**

- Mortgage Statement (UK or EEA) Issued in last 12 months.
- Bank/Building Society Statement (UK/Channel Islands/EEA) issued in last 3 months.
- Bank/Building Society Statement (Countries outside the EEA) issued in last 3 months, branch must be in the country where the applicant lives and works.
- Bank/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, endowment (UK) issued in last 12 months.
- P45/P60 Statement (UK & Channel Islands) issued in last 12 months
- Council Tax Statement (UK & Channel Islands) issued in last 12 months
- 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) issued in last 3 months – Not Mobile Telephone.
- Benefit Statement (UK) issued in last 3 months - e.g. Child Benefit, Pension.
- A document from Central/ Local Government/ Government Agency/ Local Council document giving entitlement (UK & Channel Islands) issued in last 3 months - e.g. from the Department for Work and Pensions, the Employment Service, HMRC
- EEA National ID Card.
- Irish Passport Card – cannot be used with an Irish Passport.
- 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).