List of Acceptable Documents for Upload with Applications

wef 4 June 2025

Doc Ref	
1	**Original Birth certificate (issued within 12 months of birth)**
	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces
2	**Certified copy of birth certificate (issued more than 12 months after time of birth)**
	UK, Isle of Man, Channel Islands or Ireland
3	**Long form Irish birth certificate (issued at time of registration of birth)**
	Ireland
4	**Adoption Certificate**
	UK, Channel Islands or Ireland
5	**Passport**
	Any current and valid passport
6	**Irish Passport Card**
	Cannot be used with an Irish passport, Current and Valid
7	**Current driving licence photocard**
	Full or provision - UK, Isle of Man, Channel Islands or Ireland
8	**Current driving licence photocard (full or provisional)**
	All countries outside the UK (excluding Isle of Man and Channel Islands)
9	**Current driving licence (full or provisional) - paper version (if issued before March 2000)**
	UK, Isle of Man, Channel Islands and Ireland
10	**e-Visa**
	Upload weblink and share code.
11	**Application Registration Card (ARC)**
	Issued by the Home Office. Must be checked against the Home Office Employer Checking Service
12	**Immigration document, visa or work permit**
	Issued by a country outside the UK. Valid only for roles whereby the Applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based, Current and Valid
13	**Electoral ID card**
	Northern Ireland only
14	**Marriage / Civil Partnership certificate**
	UK, Channel Islands or Ireland
15	**HM Forces ID card/HM Armed Forces Veteran card**
	UK
16	**Firearms licence**
	UK, Channel Islands and Isle of Man, Current and Valid
17	**Mortgage Statement**
	UK or Ireland, dated within 12 months
18	**Financial statement, for example ISA, pension or endowment**
	UK or Ireland, dated within 12 months
19	**P45 or P60 statement**
	UK or Channel Islands, dated within 12 months
20	**Land and Property Services rates demand**
	Northern Ireland only, dated within 12 months
21	**Council tax statement**
	UK or Channel Islands, dated within 12 months
22	**Credit card statement**
	UK or Ireland, dated within 3 months
23	**Bank or Building Society statement**
	UK, Channel Islands or Ireland, dated within 3 months

24	**Bank or Building Society statement - Countries outside the UK**
	Issued in last 3 months - branch must be in the country where the applicant lives and works
25	**Bank or Building Society account opening confirmation letter**
	UK. Issued within the last 3 months
26	**Utility bill (not mobile phone)**
	UK or Ireland, dated within 3 months
27	**Benefit statement, for example Child Benefit, Pension etc**
	UK, dated within 3 months
28	**Official Government/Council Document**
	Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions or, the Employment Service, dated within the last 3 months. HMRC self-assessment or tax demand letter, dated within 12 months. UK and Channel Islands
29	**European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)**
	UK, must be valid
30	**EEA National ID card**
	Current and Valid
31	**SmartPass issued by Translink**
	Northern Ireland
32	**yLink card issued by Translink**
	Northern Ireland
33	**Cards carrying the PASS accreditation logo**
	UK, Isle of Man and Channel Islands, Current and Valid. Issued by an approved digital PASS provider with a QR code to confirm details.
34	**Letter from head teacher or further education college principal**
	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided. Issued within the last month.
35	**Letter of sponsorship from future employment provider or voluntary organisation**
	Non UK only - Valid only for Applicants residing outside UK and Ireland at time of application
36	**Exceptional circumstances – Document agreed with organisation**
	Cannot be used unless advised by organisation