

# NBT List of Acceptable Documents

Please bring your original ID documents to the interview for us to collect photocopies. If there will be a problem obtaining these, then please contact Employment Services **before** your interview date.

## REQUIRED DOCUMENTS

- **One** 'Group 1' document
- **Two additional documents** from 'Group 1' or 'Group 2a/b'

**In Addition:** ID must be provided to confirm name changes e.g. marriage certificate, deed poll.

### GROUP 1



- ✓ Current Valid Passport
- ✓ Full/Provisional Driving License – photocard, no counterpart (UK)
- ✓ Birth Certificate (UK) issued at time of birth – **This can be used as evidence of right to work only and not one of the three main ID documents.**
- ✓ Biometric Residence Permit (UK)
- ✓ Adoption Certificate (UK)

**Where Relevant:** Please also provide Registration Documents (e.g. NMC, HCPC etc.) and/or Qualification certificates (e.g. NVQ, ENB etc.)

### PLEASE NOTE

**At least one** of the documents selected must:

- confirm current address
- confirm date of birth



### GROUP 2a

- ✓ Current Driving Licence (paper version, old style)
- ✓ Current Driving Licence (photocard, no counterpart)
- ✓ Birth Certificate (UK) issued after time of birth
- ✓ Fire Arms License (UK and Channel Islands)

- ✓ Marriage/Civil Partnership Certificate (UK)
- ✓ HM Forces ID Card (UK)



### GROUP 2b

#### Less than 3 months old

- ✓ Bank/Building Society Statement (UK or EEA)
- ✓ Utility Bill (UK), electricity, gas, water, telephone (mobile phone bill **not acceptable**)
- ✓ Credit Card Statement (UK or EEA)
- ✓ Benefit Statement e.g. Child Allowance
- ✓ Document from Government Agency/Local Authority giving entitlement (UK and Channel Islands) e.g. from Dept of Work and Pensions, Customs and Revenue, Job Centre
- ✓ Bank/Building Society Account Opening Confirmation Letter (UK)

#### Less than 12 months old

- ✓ Mortgage Statement (UK or EEA)
- ✓ P45/60 Statement (UK and Channel Islands)
- ✓ Financial Statement (UK), e.g. pension, endowment, ISA (UK)
- ✓ Council Tax Statement (UK and Channel Islands)



#### No Age Limit

- ✓ EU National ID Card
- ✓ Work Permit/Visa (UK) (Valid to expiry date)
- ✓ Cards carrying the PASS accreditation logo
- ✓ Letter from Head Teacher or College Principal (16-19 year olds in full time education at the time of application)
- ✓ Letter of sponsorship from future employer provider (non UK/non EEA only) – for applicants residing outside the UK at time of application

