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)

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)

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)

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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



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



- 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 time or water



