

Research Passport ID Documents Guidance

All documents including proof of address must be signed, dated and verified by your Line manager/HR department. It must state that this is a confirmed certified document of the individual.

Please provide either of the below or both if possible

- Scanned copy of your Passport (we only require a scanned copy of your passport cover if you have a Visa; your passport must be in date)
- Scanned copy of your full or provisional photo driving licence (front and back)

Proof of Address

Please provide two documents from this section (only one is required if you have provided both your passport and drivers licence)

*Please note documents with * must be dated in the last 3 months and documents with ** should be dated in the last 12 months.*

We cannot accept internet copies of bills and statements.

- Mortgage Statement (UK)**
- Bank/Building Society Statement (UK)*
- Credit Card Statement (UK)*
- Council Tax Statement (UK & Channel Islands) **
- Utility Bill (UK)* – Not Mobile Telephone
- Benefit Statement* - e.g. Child Allowance, Pension
- A document from the Department for Work and Pensions, the Employment Service , Customs & Revenue *

If you cannot provide any photographic ID please see below:

Suitable non-photographic ID

You must provide two documents from the list below and two documents from Proof of Address. You must also provide a passport size photograph of yourself, endorsed on the back with the signature of a 'person of standing' in their community who has known you for at least three years. (A 'person of standing' could be a magistrate, medical practitioner, officer of the armed forces, teacher, lecturer, lawyer, bank manager or civil servant.) The photograph should be accompanied by a signed statement from that person, indicating the period of time that you have been known to them. You will also need to complete section 7.

You must provide two documents from the list below and two from the Proof of Address section. All four documents must be from a different source.

Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth
Marriage/Civil Partnership Certificate (UK)
Adoption Certificate (UK)
Current Firearms Licence (UK)

Right to work

Please provide one of the following set of documents

- British or EEA national Passport (must be in date)
- A residence permit, registration certificate or document certifying or indicating permanent residence, issued by the Home Office or the UKBA to a national of a EEA country or Switzerland
- A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents when produced in combination with an official document, issued by a Government agency or a previous employer, giving the person's permanent National Insurance Number and their name.
- A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents when produced in combination with an official document, issued by a Government agency or a previous employer, giving the person's permanent National Insurance Number and name
- A letter issued to the holder by the Home Office or the UKBA indicating that you who are named in it are allowed to stay indefinitely in the United Kingdom when produced in combination with an official document, issued by a Government agency or a previous employer, giving the your permanent National Insurance Number and name