**Identity, RTW & Proof of Address Documents**

**Via the TrustID system, Practicus requires a combination of documents to prove an applicant’s Identity and Right to Work in the UK. This is either:**

1. **2x Photo ID and 1x Proof of Address**
2. **1x Photo ID and 2x Proof of Address**

Acceptable ID/RTW documents:

* UK/Irish passport
* Irish Passport Card
* [RTW Online Share Code](https://www.gov.uk/prove-right-to-work) (for those with a Biometric Residents Permit/Card, a UK Visas & Immigration Account or have status under the EU Settlement Scheme)
* Non-UK/Irish Passport (with supporting residence documentation)
* Residence Documentation
* Birth or Adoption certificate – UK, Ireland, Channel Isles, Isle of Man (with supporting NI evidence)
* Certificate of Registration of Naturalisation as a British Citizen (with supporting NI evidence)
* Immigration Status Document (with supporting NI evidence)
* Frontier Worker Permit
* Service Provider of Switzerland Visa
* Crown Dependency Letter (we will apply for proof of ECS confirmation)

Acceptable ID/POA documents:

* Utility bill or letter from the service provider confirming the pre-payment terms of services at a fixed address (for example gas, water, electricity or land-line telephone). More than one utility bill can be accepted if these are from two different suppliers. Utility bills in joint names are also acceptable (UK)\*
* Local authority tax statement – for example, a council tax bill (UK and Channel Islands)\*\*
* UK full or provisional photocard driving licence – if **not** already presented as a form of personal photographic identity
* Full old-style UK paper driving licence (that were issued before the photocard was introduced in 1998 and where they remain current and in date) - old style provisional driving licences are **not** acceptable
* HM Revenue & Customs (HMRC) tax notification such as an assessment, statement of account, notice of coding\*\*
* A financial statement such as bank, building society, credit card statement, pension nor endowment statement\* (UK and EEA. Non-EEA statements must **not** be accepted)
* Bank or building society statement from countries outside of the UK. Branch must be located in the country where the applicant lives and works
* Credit union statement (UK)\*
* Mortgage statement from a recognised lender (UK)\*
* Local council rent card or tenancy agreement\*
* Evidence of entitlement to Department for Work & Pensions (DWP) benefits, such as child allowance, pension etc. (UK)\*\*

Additionally the TrustID system will do an address verification check against public records (*e.g. Electoral Roll)* to establish if there is a record of the applicant at that address.

\*All documents must be dated within the last three months, unless there is good reason for it not to be, for example where there is clear evidence that the individual was not living in the UK for three months or more. These documents must contain the name and address of the applicant.

\*\* All documents must be dated within the last 12 months.

Not denoted means that the document can be more than 12 months old.

**If you cannot genuinely provide any form of photographic identification, please contact the admin team on 01491 637094.**

**Please note you may be asked to provide further documentation if you are required to undertake a DBS check.**