

Proving your Identity & Right to Work

Practicus uses TrustID to satisfy our compliance and legal requirements, which requires the following documents:

NHS Assignments

- UK/Irish Citizens = UK/Irish passport + 2x proof of address (ideally a UK photo driving license + utility bill dated in the last 3mths or most recent Council Tax bill)
- Other Passport Holders = RTW Online Share Code or Biometric Residence Card/Permit + 2x proof of address (ideally a driving licence + utility bill dated in the last 3mths or most recent Council Tax bill)

Private Sector Assignments

- UK/Irish Citizens = UK/Irish passport
- Other Passport Holders = RTW Online Share Code or Biometrics Residence Card/Permit

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.

If you are unable to provide the above, please see the list below for alternative acceptable documents.

Acceptable RTW documents:

- UK/Irish Passport
- Irish Passport Card
- Birth or Adoption certificate – UK, Ireland, Channel Isles, Isle of Man (with supporting NI evidence)
- Certificate of Naturalisation as a British Citizen (with supporting NI evidence)
- [RTW Online Share Code](#) (for those with a Biometric Residence Permit/Card, a UK Visas & Immigration Account or have status under the EU Settlement Scheme)
- Biometric Resident Permit/Card
- UK Visa in a Passport
- Residence Documentation
- Immigration Status Document (with supporting NI evidence)

Acceptable Photo ID documents (not permissible for RTW):

- Non-UK/Irish Passport
- UK full or provisional photocard driving licence
- EU full or provisional photocard driving licence
- PASS card

Acceptable POA documents:

- 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
- Local authority tax statement – for example, a council tax bill (UK and Channel

Islands)**

- 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)*
- 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)**

*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 of the above, please contact the Business Support team on 01491 637094 or admin@practicus.com.

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