

List of Acceptable Documents for Upload with Applications

wef 4 June 2025

Doc Ref	
1	Original Birth certificate (issued within 12 months of birth) UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces
2	Certified copy of birth certificate (issued more than 12 months after time of birth) UK, Isle of Man, Channel Islands or Ireland
3	Long form Irish birth certificate (issued at time of registration of birth) Ireland
4	Adoption Certificate UK, Channel Islands or Ireland
5	Passport Any current and valid passport
6	Irish Passport Card Cannot be used with an Irish passport, Current and Valid
7	Current driving licence photocard Full or provision - UK, Isle of Man, Channel Islands or Ireland
8	Current driving licence photocard (full or provisional) All countries outside the UK (excluding Isle of Man and Channel Islands)
9	Current driving licence (full or provisional) - paper version (if issued before March 2000) UK, Isle of Man, Channel Islands and Ireland
10	e-Visa Upload weblink and share code.
11	Application Registration Card (ARC) Issued by the Home Office. Must be checked against the Home Office Employer Checking Service
12	Immigration document, visa or work permit Issued by a country outside the UK. Valid only for roles whereby the Applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based, Current and Valid
13	Electoral ID card Northern Ireland only
14	Marriage / Civil Partnership certificate UK, Channel Islands or Ireland
15	HM Forces ID card/HM Armed Forces Veteran card UK
16	Firearms licence UK, Channel Islands and Isle of Man, Current and Valid
17	Mortgage Statement UK or Ireland, dated within 12 months
18	Financial statement, for example ISA, pension or endowment UK or Ireland, dated within 12 months
19	P45 or P60 statement UK or Channel Islands, dated within 12 months
20	Land and Property Services rates demand Northern Ireland only, dated within 12 months
21	Council tax statement UK or Channel Islands, dated within 12 months
22	Credit card statement UK or Ireland, dated within 3 months
23	Bank or Building Society statement UK, Channel Islands or Ireland, dated within 3 months

24	Bank or Building Society statement - Countries outside the UK Issued in last 3 months - branch must be in the country where the applicant lives and works
25	Bank or Building Society account opening confirmation letter UK. Issued within the last 3 months
26	Utility bill (not mobile phone) UK or Ireland, dated within 3 months
27	Benefit statement, for example Child Benefit, Pension etc UK, dated within 3 months
28	Official Government/Council Document Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions or the Employment Service, dated within the last 3 months. HMRC self-assessment or tax demand letter, dated within 12 months. UK and Channel Islands
29	European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC) UK, must be valid
30	EEA National ID card Current and Valid
31	SmartPass issued by Translink Northern Ireland
32	yLink card issued by Translink Northern Ireland
33	Cards carrying the PASS accreditation logo UK, Isle of Man and Channel Islands, Current and Valid. Issued by an approved digital PASS provider with a QR code to confirm details.
34	Letter from head teacher or further education college principal UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided. Issued within the last month.
35	Letter of sponsorship from future employment provider or voluntary organisation Non UK only - Valid only for Applicants residing outside UK and Ireland at time of application
36	Exceptional circumstances – Document agreed with organisation Cannot be used unless advised by organisation