**ACCEPTABLE FORMS OF IDENTIFICATION**

For verification of identity, the following combinations are acceptable when requesting personal information\*:

* A form of photographic personal identification and a document confirming their address.

Note\*

If you are applying on behalf of an individual, proof of entitlement will also be required separately.

Acceptable photo personal identity documents

* Current UK (Channel Islands, Isle of Man or Irish) passport or EU / other nationalities passports.
* Passports of non-EU nationals containing UK stamps, a visa or a UK residence permit showing the immigration status of the holder in the UK
* Current UK (or EU / other nationalities) Photo-card Driving License (providing that the person checking is confident that non-UK Photo-card Driving Licenses are genuine)
* A national ID card and / or other valid documentation relating to immigration status and permission to work

Note, documents such as an organisational ID card is not an acceptable form of identification.

Acceptable non-photo personal identity documents

* Birth certificate.
* Residence permit issued by Home Office to EU Nationals on inspection of own country passport.
* Adoption certificate.
* Marriage / civil partnership certificate.
* Divorce or annulment papers.
* Police registration document.
* Certificate of employment in HM Forces.
* Current benefit book or card or original notification letter from the Department of Work and Pensions (DWP) confirming legal right to benefit.
* Most recent HM Revenues and Customs (previously Inland Revenue) tax notification.
* Current firearms certificate.
* Application Registration Card (ARC) issued to people seeking asylum in the UK (or previously issued standard acknowledgement letters, SAL1 or SAL2 forms).
* GV3 form issued to people who want to travel in the UK without valid travel documents.
* Home Office letter IS KOS EX or KOS EX2.
* Building industry sub-contractor’s certificate issued by HM Revenues and Customs (previously Inland Revenue).

To confirm the address, the following documents are acceptable:

* Recent utility bill or a certificate from a supplier of utilities confirming the arrangement to pay for the services on pre-payment terms (note: mobile telephone bills should not be accepted as they can be sent to different addresses). Utility bills in joint names are permissible. **\***
* Local authority tax bill (valid for current year). **\***
* Current UK photocard driving license (if not already presented as a personal ID document).
* Bank, building society or credit union statement or passbook containing current address.
* Most recent mortgage statement from a recognised lender. **\***
* Current local council rent card or tenancy agreement.
* Current benefit book or card or original notification letter from Department of Work and Pensions (DWP) confirming the rights to benefit.
* Confirmation from an electoral register search that a person of that name lives at the claimed address. **\***
* Court order. \*

Proof of entitlement:

* Copy of the section of the will that names you as Executor.
* Copy of Grant of Probate.
* Copy of Letters of Administration.
* Letter from solicitor confirming entitlement.

*\*****The date on these documents should ideally be within the last 6 months (unless there is a good reason for it not to be, e.g. clear evidence that the person was not living in the UK for 6 months or more) and they must contain the name and address of the applicant.***

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