

Carpenters Limited – Acceptable Identity Documentation Guidelines

Identity Documents (1 DOCUMENT MUST BE FROM THIS LIST):

- Valid Passport
- Current UK biometric residence permit
- Current driving licence photo card - (full or provisional) UK, Isle of Man, Channel Islands and EEA **(MUST hold current address and full legal name)**
- Birth certificate - issued within 12 months of birth (UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces)
- Adoption certificate (UK and Channel Islands)

Proof of Current Address (1 DOCUMENT MUST BE FROM THIS LIST):

Document	Issue Date & Validity
Mortgage statement (UK/EEA)	Issued in last 12 months
Bank or building society statement (UK/Channel Islands/EEA)	Issued in last 3 months
Bank or building society account opening confirmation letter (UK)	Issued in last 3 months
Credit card statement (UK/EEA)	Issued in last 3 months
Financial statement, e.g. pension or endowment (UK)	Issued in last 12 months
P45 or P60 statement (UK/Channel Islands)	Issued in last 12 months
Council Tax statement (UK/Channel Islands)	Issued in last 12 months
Letter of sponsorship from future employment provider (Non-UK or non-EEA only – valid only for applicants residing outside of UK)	Must still be valid
Utility bill (UK – not mobile telephone)	Issued in last 3 months
Benefit statement, e.g. Child Benefit, Pension (UK)	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC (UK/Channel Islands)	Issued in last 3 months
EEA National ID Card	Must still be valid
Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)	Must still be valid
Current driving license photo card – full or provisional (UK, Isle of Man, Channel Islands and EEA) – THIS CANNOT BE USED FOR ADDRESS IF USED FOR IDENTITY.	Must hold current address and full legal name

Original documents ONLY must be photocopies and verified by a Team Manager/Senior Manager.