

The 3 Route ID Checking Process

You must use route 1 where possible. You can only move on to route 2 if the applicant is unable to present the documents needed in route 1.

Route 1

The applicant must be able to show:

- one document from Group 1, below
- two further documents from either Group 1, or Group 2a, or 2b, below

The combination of documents presented must confirm the applicant's name and date of birth.

Route 2

Route 2 can only be used if it's impossible to process the application through Route 1.

The organisation conducting the ID check must then also use an appropriate external ID verification service to check the application.

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- two further documents from either Group 2a or 2b

The combination of documents presented must confirm the applicant's name and date of birth.

Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued more than 12 months after the time of birth (UK, Isle of Man and Channel Islands)
- one document from Group 2a
- three further documents from Group 2a or 2b

The combination of documents presented must confirm the applicant's name and date of birth.

If the applicant can't provide these documents, they may need to be fingerprinted.

Document lists

You should not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport. A UK passport can be expired up to a maximum of 6 months.
e-Visa	Accessed via the 'View and Prove' service. The share code requested by the applicant should be an 'immigration status' share code. If you do not have a UKVI account to access your eVisa you can create one online (Get access to your online immigration status (eVisa) - GOV.UK)
Biometric residence permit (BRP)	UK. A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP. BRP holders should be encouraged to create an account and access their eVisa
Application Registration Card (ARC)	Issued by the Home Office. Must be checked against the Home Office Employer Checking Service .

Document	Notes
Current driving licence photocard - (full or provisional)	Current and valid photocard driving licence issued by UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate - issued within 12 months of birth	UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces. Must be original birth certificate. Certified copies are a group 2a document.
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional)	Current and valid. All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before March 2000)	Current and valid. UK, Isle of Man, and Channel Islands. For a paper licence to be valid it must be issued before March 2000 and all information, including name and address, must be up to date
Birth certificate - issued more than 12 months after time of birth	UK, Isle of Man, and Channel Islands.
Marriage/civil partnership certificate	UK and Channel Islands
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 non-UK country in which the role is based

Document**Notes**

HM Forces ID card or HM Armed
Forces Veteran card

UK

Firearms licence

UK, Isle of Man, and Channel Islands

Group 2b: Financial and social history documents**Documents****Notes****Issue date and validity**

Mortgage statement

UK

Issued in last 12 months

Bank or building society statement

UK and Channel Islands. A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you.

Issued in last 3 months

Documents	Notes	Issue date and validity
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
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands. Original only. Cannot be online document or printed from online account/PDF	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months

Documents	Notes	Issue date and validity
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Letter of sponsorship from future UK employment provider
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Valid only for applicants residing outside of the UK at time of application

Must still be valid

Utility bill

UK - not mobile telephone bill. Cannot be printed from an online account
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Issued in last 3 months

Benefit statement, for example Child Benefit, State Pension

UK

Issued in last 12 months

Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, Local Authority
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UK and Channel Islands – a letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc

Issued in last 12 months

HMRC self-assessment letters or tax demand letter

UK

Issued in last 12 months

Documents	Notes	Issue date and validity
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European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)	UK.	Must still be valid
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EEA National ID card		Must still be valid
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Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
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Cards carrying the PASS accreditation logo	UK, Isle of Man, and Channel Islands. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details.	Must still be valid
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Letter from head teacher, college principal, apprenticeship provider	UK - for 16 to 19 year olds in full time education or on an apprenticeship - only used in exceptional circumstances if other documents cannot be provided	Issued in the last month
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