

WHAT IDENTIFICATION IOPC NEEDS

If not already supplied, you will need to provide us with **original** identification to support your **application for security clearance** and verify your **right to work in the UK**. These will be returned to you as soon as possible via recorded or special delivery. Photocopies will not be accepted, nor will internet bills / bank statements. Please note that documents are checked internally at the IOPC and originals are not forwarded on to external parties.

Security Clearance (Baseline Standard)

Overleaf is a list detailing what identification types we can accept. The documents we will require will depend on the route you choose however please note that all candidates must try to provide documents from Route 1 first. If you are unable to do this then please explain this to your HR Coordinator.

Route 1 (For all applicants except non-EEA national applicants)

The applicant must be able to show:

One document from Group 1 below and 1 further documents from either Group 1, or Group 2a or 2b, below. The combination of documents presented must confirm the applicants name, address and date of birth. If this cannot be achieved within 2 documents then a third document can be selected.

Route 1a (For non-EEA national applicants)

The applicant must be able to show:

One document from Group 1a, below; and one further document from either Group 1, Group 2a or 2b, below. The combination of documents presented must confirm the applicant's name, address and date of birth. If this cannot be achieved within 2 documents then a third document can be selected.

Route 2 (For all applicants except non-EEA national applicants)

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 applicants name, address and date of birth.

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Current biometric residence permit	UK
Current driving licence photocard (full or provisional)	UK, Isle of Man, Channel Islands and EU
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
Adoption Certificate	UK and Channel Islands

Group 1a: Primary identity documents for non-EEA nationals

Document	Notes
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.	UK
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.	UK
A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.	Any current and valid Passport
A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.	Any current and valid Passport
A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.	UK
An Application Registration Card	UK

issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.	
Applicants providing one of the following documents must also provide a current valid Passport:	
A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.	<i>UK</i>
A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.	<i>UK</i>
A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.	<i>UK</i>

Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard (full or provisional)	All countries outside the EU (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) – paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
Birth Certificate – issued after time of birth	UK, Isle of Man and Channel Islands
Marriage / Civil partnership certificate	UK and Chanel Islands
HM Forces ID card	UK
Firearms Licence	UK, Channel Islands and Isle of Man

Non EEA Immigration Document/Visa/Work permit	Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based
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Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, for example pension of endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax Statement	UK and 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 the UK at time of application	Must still be valid
Utility bill	UK – not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 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, HMRC	UK and 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
Letter from head teacher or college principle	UK – for 16 to 19 years in full time education – only used in exceptional circumstances if other documents cannot be provided	Must still be valid
Non EEA Bank or building society statement	<u>Valid only for roles whereby the applicant is living and working outside of the UK.</u> Statement must relate to a bank or building society from the non EEA country in which the role is based.	

Right to Work

Under the Immigration, Asylum and Nationality Act 2006, to establish that an individual has the right to work in the UK, an employer must check and copy or record one of a number of specified documents (or two documents in a specified combination) from list 2A or list 2B. The documents in list 2A indicate that the holder is entitled to live and work in the UK *indefinitely*

List 2A - Documentation acceptable as proof of right to work in the UK - indefinite right to work in the UK

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area (EEA) or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border & Immigration Agency to a national of an EEA country or Switzerland.
- A permanent residence card issued by the Home Office or the Border & Immigration Agency to the family member of a national of an EEA country or Switzerland.
- A Biometric Immigration Document issued by the Border & Immigration Agency to the holder that indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on his or her stay in the UK.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on his or her stay in the UK.
- An Immigration Status Document issued by the Home Office or the Border & Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on his or her stay in the UK, when produced in combination with an official document giving the person's permanent national insurance number and his or her name issued by a government agency or a previous employer.
- A full birth certificate issued in the UK that includes the name(s) of at least one of the holder's parents, when produced in combination with an official document giving the person's permanent national insurance number and his or her name issued by a government agency or a previous employer.
- A full adoption certificate issued in the UK that includes the name(s) of at least one of the holder's adoptive parents when produced in combination with an official document giving the person's permanent national insurance number and his or her name issued by a government agency or a previous employer.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document giving the person's permanent national insurance number and his or her name issued by a government agency or a previous employer.
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document giving the person's permanent national insurance number and his or her name issued by a government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen when produced in combination with an official document giving the person's permanent national insurance number and his or her name issued by a government agency or a previous employer.

- A letter issued by the Home Office or the Border & Immigration Agency to the holder that indicates that the person named in it is allowed to stay indefinitely in the UK when produced in combination with an official document giving the person's permanent national insurance number and his or her name issued by a government agency or a previous employer.

The documents in list 2B indicate that the holder has a *limited* right to live and work in the UK. There will need to be a repeat check of these documents every 12 months

List 2B - Documentation acceptable as proof of right to work in the UK - limited right to work in the UK

- A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A Biometric Immigration Document issued by the Border & Immigration Agency to the holder that indicates that the person named in it can stay in the UK and is allowed to do the work in question.
- A work permit or other approval to take employment issued by the Home Office or the Border & Immigration Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office or the Border & Immigration Agency to the holder or the employer or prospective employer confirming the same.
- A certificate of application issued by the Home Office or the Border & Immigration Agency to or for a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment that is less than six months old when produced in combination with evidence of verification by the Border & Immigration Agency Employer Checking Service.
- A residence card or document issued by the Home Office or the Border & Immigration Agency to a family member of a national of an EEA country or Switzerland.
- An Application Registration Card issued by the Home Office or the Border & Immigration Agency stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the Border & Immigration Agency Employer Checking Service.
- An Immigration Status Document issued by the Home Office or the Border & Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the UK, and is allowed to do the type of work in question, when produced in combination with an official document giving the person's permanent national insurance number and his or her name issued by a government agency or a previous employer.
- A letter issued by the Home Office or the Border & Immigration Agency to the holder or the employer or prospective employer that indicates that the person named in it can stay in the UK and is allowed to do the work in question when produced in combination with an official document giving the person's permanent national insurance number and his or her name issued by a government agency or a previous employer.