Suffolk Libraries

Verification of Identity – Baseline Personnel Security Standard

The following documents may be used to confirm identity. Only original documents should be accepted for identification purposes. Copies are <u>not</u> appropriate.

Current signed full passport, National ID Card and/or other documentation relating to immigration status and permission to work.

Group 1:
(One from Group 1 PLUS any two others from Groups 1 or 2)

- Current Valid Passport (any nationality)
- Biometric Residence Permit (UK)
- Current UK Drivers Licence (UK) (Both the photocard & paper driving licence must be presented)
- Birth Certificate (UK) (Issued at time of birth)
- Adoption Certificate (UK)

Group 2:
(1 document from Group 2a PLUS 2 further documents from Group 2a or 2b, one of which must verify your address)

Group 2a:
- Current UK Drivers Licence (Old style paper version)
- Current Non-UK Photo Driving Licence (Valid for up to 12 months from date of applicant entry)
- Birth Certificate (Issued after the time of birth by the General Register Office / relevant authority)
- Marriage / Civil Partnership Certificate (UK)
- HM Forces ID Card (UK)
- UK Firearms Licence (UK)

Group 2b:
- **Mortgage Statement (UK or EEA) (Not an internet print-out)
- *Bank / Building Society Statement (UK or EEA) (Not an internet print-out)
- *Credit Card Statement (UK or EEA)
- **Financial Statement (UK)
- **P45 / P60 Statement (UK) (P45 Must be relevant to current financial year)
- **Council Tax Statement (UK)
- Work Permit / VISA (UK) (UK Residence Permit) (Valid up to expiry date)
- Letter of Sponsorship from future employment provider (Non-UK / Non-EEA)
- *Utility Bill (UK) (Not a mobile telephone bill)
- *Benefit Statement (UK)
- A document from Central / Local Government / Government Agency / Local Authority giving entitlement (UK)
- EU National Identity Card (EU)
- Cards carrying the PASS accreditation logo (UK)

*   Must be less than 3 months old
**   Must be less than 12 months old
         Anything else can be more than 12 months old