Documents that can be used as proof of address and identity

Where proof of identity is required you need to send two different documents - one from each list below:

Proof of identity: list of acceptable documents

* current, valid full passport (certified copies must show nationality, place and date of birth, passport number, expiry date, photograph and signature)
* current, valid full UK photo-card driving licence with signature or ‘old style’
* driving licence
* current, valid UK photo-card provisional licence

* Northern Ireland Voter’s Card showing your current address
* Armed Forces ID Card
* Residence permit showing your full name and current address. This is issued by the Home Office to non-EU Nationals on sight of your own country’s passport. firearms certificate or shotgun licence

* HM Revenue & Customs (Inland Revenue) tax document eg. tax assessment,
* statement of account, notice of coding. It must contain your full name and current address. P45s and P60s are not acceptable
* original notification letter from the relevant benefits agency confirming the right to benefits or state pension

Proof of address: list of acceptable documents

* household utility bill (eg gas, electric, water or fixed line telephone but not a mobile phone bill). It must be no more than three months old and show your name and current address
* current, valid full UK photo-card driving licence with signature or ‘old style’
* driving licence. Provisional licences are not acceptable as proof of address
* bank, building society or credit card statement. It must be no more than three months old and show your name and current address
* local authority tax bill (e.g. council tax) valid for the current year

* local authority rent book
* solicitor’s letter confirming recent house purchase or land registry confirmation (in this case, proof of previous address will also be needed)
* HM Revenue & Customs (Inland Revenue) tax document e.g. tax assessment, statement of account, notice of coding. It must contain your full name and current address. P45s and P60s are not acceptable
* original notification letter from the relevant benefits agency confirming the right to benefits or state pension
* Northern Ireland Voter’s Card showing your current address

For valuable documents such as passports or driving licences, you may prefer to send us certified copies rather than the original documents. However, if you do send us the original documents rather than certified copies, we recommend you use recorded delivery.

If you are unable to send us any documents from the lists above, we will consider other documents showing your name and current address provided they are from a recognised company or organisation and have been issued within the last 12 months.