

## Establishing Identity

NHS Organisations must carry out verification of identity checks for the appointment and ongoing employment of all individuals in the NHS. NHS Employers has developed the employment check standards to include those checks that are required by law, those that are Department of Health policy and those that are required for access to the NHS Care Records Service.

Only those documents listed are acceptable. All documents must be originals. Photocopies are not acceptable.

There are two main routes to establishing a person's identity. These require the presentation of **at least 3 documents** at the face-to-face registration meeting you will need to provide either of these two combinations:

- Two forms of photographic personal ID and one document confirming your postal address or
- One form of photographic personal ID and two documents confirming your postal address
- In addition to this you must confirm your right to work in the UK. Full details of acceptable documents can be found here: [An employer's guide to right to work checks: 6 April 2022 \(accessible version\) – GOV.UK \(www.gov.uk\)](#)

### Acceptable Photographic Personal ID:

- Current valid UK (Channel Islands, Isle of Man or Irish) Passports or non-UK passport that must contain a current UK stamp, a current UK visa or a current UK bio-metric residence permit showing the immigration status of the holder in the UK
- Current UK photo-card driving licence with correct postal address
- Other nationalities photocard driving licence. (valid up to 12 months from the date when entry is gained to the UK)
- HM Armed Forces Identity Card
- Identity cards carrying PASS (proof of age standards scheme) accreditation logo (issued in the UK, Channel Islands, and Isle of Man only)
- EEA government issued identity cards that comply with council regulation (EC) No 2252/2004, Constraining a biometric.

### Acceptable Documents to Confirm Address:

To confirm postal address, the following documents are acceptable. The postal addresses must be the same on all documents presented and PO Box addresses are not acceptable):

- recent utility bill (gas, electricity, water, or landline telephone) not more than 3 months old or a certificate from a supplier of those utilities confirming the arrangement to pay for the services on pre-payment terms. Utility bills in joint names are acceptable. Mobile telephone bills are not acceptable as they can be sent to different postal addresses.
- local authority tax bill valid for the current year.
- current UK photo-card driving licence old-style full driving licence.
- Most recent HM Revenue & customs tax notification i.e., tax assessment, statement of account, notice of coding, dated within last 12 months. P45 and P60 not acceptable.
- bank, building society, credit card or credit union statement or passbook containing current postal address – document must be dated within last 3 months – an original statement is needed for online accounts (these can be obtained from the bank)
- most recent mortgage statement from a recognised lender, dated within the last 12 months – non-EEA statements must not be accepted
- current benefit book or card or original notification letter from the Department of Work and Pensions confirming the rights to benefit, must be dated within last 3 months.

**If you are unable to provide the necessary documentation, please contact the Resourcing Team as soon as possible for further information.**