



County Durham
and Darlington
NHS Foundation Trust

ID Checks County Durham and Darlington Foundation Trust



This document outlines the requirements to verify the identity of all prospective employees in the NHS. Checking a candidate's identity is the most fundamental of all the pre-employment requirements, as it forms the basis of all other checks.

You must have ONE document marked by ●
This is your RIGHT TO WORK in the United Kingdom and a combination from the Groups



Group 1

Full, signed UK (Channel Islands, Isle of Man or Irish) passport or other nationalities passport* ●
UK Biometric Residence Permit (BRP) card* ●
UK full or provisional photocard driving licence. (If issued by the DVLA you are not required to see the paper counterpart. Licences issued in Northern Ireland by the DVA must be presented with the paper counterpart)**
Other nationalities photocard driving licence. (Valid up to 12 months from the date when the individual entered the UK. The person checking the document must be able to assure themselves that the licence is bona fide)
HM Armed Forces Identity card (UK)
Identity cards carrying the PASS (Proof of Age Standards Scheme) accreditation logo (issued in the UK, Channel Islands and Isle of Man only). Organisation identity cards are not acceptable as they do not contain watermarks, holograms or other security markings
EEA government issued identity cards that comply with Council Regulation (EC) No 2252/2004, containing a biometric

Move to Group 2

Must pick Minimum ONE document

*must also be used with a Share code

Group 2

Utility bill or letter from the service provider confirming the pre-payment terms of services at a fixed address (for example, gas, water, electricity or landline telephone). More than one than one utility bill can be accepted if they are from two different suppliers. Utility bills in joint names are also acceptable. (UK)*

Local authority tax statement. For example, a council tax statement. (UK and Channel Islands)**

UK full or provisional photo-card driving licence, if not already presented as a form of personal photographic identity

Full old-style paper driving licences (that were issued before the photocard was introduced in 1998 and where they remain current and in date). Old-style paper provisional driving licences should not be accepted

HM Revenue & Customs tax notification (HMRC) tax notification such as, an assessment, statement of account, or notice of coding**

A financial statement such as bank, building society, credit card statement, pension or endowment statement (UK)*

Bank or building society statement from countries outside of the UK. Branch must be located in the country in which the applicant lives and works*

Credit union statement (UK)*

Mortgage statement from a recognised lender (UK)**

Local council rent card or tenancy agreement*

Evidence of entitlement to Department for Work and Pensions benefits, such as child allowance, pension etc (UK)**

If you picked Two items from Group 1 you only need to pick One item in Group 2

If you only picked one Item in Group 1 you need to either pick TWO items in Group 2 or One Item and move to Group 3

*dated within 3 months

**dated within 12 months

Group 3



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Full birth certificate (UK and Channel Islands) issued after the date of birth by the General Register Office or other relevant authority, for example registrars

Full birth certificate issued by UK authorities overseas, such as embassies, high commissions and HM Forces

UK full old-style paper driving licence. Old-style provisional driving licences are not acceptable

Most recent HM Revenue and Customs (HMRC) tax notification, such as an assessment, statement of account, P45, P60, or notice of coding. (UK and Channel Islands)**

Work permit/residency permit (UK) valid up to the expiry date

Adoption certificate (UK and Channel Islands)

Marriage or civil partnership certificate (UK and Channel Islands)

Divorce, dissolution or annulment papers (UK and Channel Islands)

Gender recognition certificate

Deed poll certificate

Firearms certificate/licence (UK, Channel Islands and Isle of Man)

Police registration document

Certificate of employment in the HM Forces (UK)

Evidence of entitlement to Department for Work and Pensions benefits, such as child allowance, pension etc (UK)**

A document from a local/central government authority or local authority giving entitlement, such as Employment Services, Job Centre, Social Security Services (UK and Channel Islands)*

Documents must be
originals and not copies or
photographs

Check your ID
You must have ONE document marked by ●
This is your RIGHT TO WORK in the United Kingdom
and a combination from the Groups

Please use the table below so you can check you
have enough ID

	Right to work ●	Group 1	Group 2	Group 3
ID Selected				
ID Selected				

Your Interview panel lead will copy and verify all documents to send to the Resourcing Team

Please keep a record of the documents you use as if your role requires a DBS you will need these documents to log in and complete an online DBS

