

IDENTITY DOCUMENTS TO SUPPORT PROOF OF RIGHT TO WORK (DOCUMENTS WILL FALL INTO EITHER LIST A OR LIST B BELOW)

Proof of Right to Work must be provided when application is made in respect of new applicants. In respect of renewal applicants proof should be submitted upon application also, but if proof cannot be provided at that time the Council will allow application to be made, but no licence will be granted until proof has been provided.

To comply with the Immigration Act 2016, before you obtain a licence to work as a private hire or hackney carriage driver, you must supply original documentation proving that you have a right to work in the United Kingdom (UK).

If the applicant can produce a satisfactory document from List A, eligibility to work in the UK will have been established and will not need to be checked again. If the applicant produces a document from List B, a follow up check will be required.

If an application is made after a licence has expired then proof of a person's right to work in the UK will be required again.

LIST A	
ACCEPTABLE DOCUMENTS TO PROVIDE A CONTINUOUS STATUTORY EXCUSE	
1.	A passport showing the holder, or a person 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.
2.	A passport or national identity card, showing the holder, or a person named in the passport as the child of the holder, is a national or a EEA country or Switzerland.
3	A Registration Certificate or document certifying permanent residence issue by the Home Office to a national of a EEA country or Switzerland.
4	A Permanent Residence Card issued by the Home Office to the family member of a national EEA country or Switzerland.
5.	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 not time limit on their stay in the UK.
6.	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has a right of abode in the UK, or has no time limit on their stay in the UK.
7.	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indication 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.
8.	A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, 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.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, 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.
10.	A certificate of registration or naturalisation as a British Citizen, 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.

LIST B	
Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave	
1.	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.
2.	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.
3.	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-Economic Area national who is a family member of a national of a EEA country or Switzerland or who has a derivative right of residence.
4.	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.

LIST B	
GROUP 2 – DOCUMENTS WHERE A TIME LIMITED STATUTORY EXCUSE LASTS FOR 6 MONTHS	
1.	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 EEA country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with Verification from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application.
2.	A Verification issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK because they have an in time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision.

IDENTITY DOCUMENTS TO SUPPORT A DISCLOSURE AND BARRING SERVICE APPLICATION

What identity documents can be used?

All applicants must initially be considered for Group one.

Can the applicant produce a Group 1 document? If yes, then the applicant must produce 3 documents:

- 1 document from Group 1 (refer to list of Valid Identity Documents below); and
- 2 further documents from Group 1, 2a or 2b; one of which must verify their current address.

If the applicant has satisfied this route, then the document check is complete.

Every applicant must produce a Current Driving Licence as part of this application therefore this route will nearly always be satisfied. If you have any issues producing a document from Group 1, please contact the Licensing Office for further guidance on which documents you will be required to produce.

GROUP 1 – PRIMARY TRUSTED IDENTITY DOCUMENTS	
DOCUMENT	NOTES
Passport	Any current and valid passport
Biometric Residence Permit	UK
Current driving licence – photo card	UK/Isles of Man/Channel Island and EU (full or provisional) (Please note some European countries do not issue counterparts) All licences must be valid in line with current DVSA requirements.
Birth Certificate – Issued at time of birth	UK and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces.
Adoption Certificate	UK and Channel Islands

GROUP 2A – TRUSTED GOVERNMENT/STATE ISSUED DOCUMENTS	
DOCUMENT	NOTES
Current driving licence – photo card	All countries (full or provisional) All licences must be valid in line with current DVSA requirements.
Current driving licence – paper version	UK/Isle of Man/Channel Islands and EU (full or provisional) All licences must be valid in line with current DVSA requirements.

Birth Certificate – issued after time of birth	UK and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID Card	UK
Firearms licence	UK, Channel Islands and Isle of Man

GROUP 2B – FINANCIAL/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 e.g. Pension or 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
Work permit or visa	UK	Valid up to expiry date
Letter or 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 e.g. child benefit, pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement e.g. from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Island	Issued in last 3 months
EU National ID card		Must still be valid
Cards carrying the PASS accreditation logo	UK and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK – for 16 to 19 year olds in full time education. Only to be used in exceptional circumstances if other documents cannot be provided	