

**Right to Work: (one of the below)**

- Valid UK Passport or
- Valid EU Passport or
- Original UK Birth Certificate (plus proof of your National Insurance Number) or
- Valid Non – EU Passport with valid residence permit or biometric card

**Proof of Address: (we will require two documents)**

- Valid UK photo card driving licence – front and back (full or provisional)
- Bank or Building Society statements dated within the last three months. You can use two statements if they are issued by a different bank
- Utility bill e.g. Gas, electric, water, broadband, dated within the last three months
- Letter from H.M. Revenue and Customs, Department of Work and Pensions or Location Authority dated with the last three months.
- Credit Card Statement, dated within the last three months
- Council Tax Statement, dated within the last three months
- P45 – printed copy only is acceptable and must be within the last 12 months • P60 – printed copy only is acceptable and must be within the current tax year

**Proof of National Insurance (one of the below)**

- P45 – printed copy only or • P60 – printed copy only or
- Letter from H.M. Revenue and Customs or Department of Work and Pensions
- Payslip – printed copy showing previous employers company name (must be within 6 months)