



## Pre-employment Checking - Document Requirements

To enable Government Recruitment Service (GRS) to verify your identity, right to work in the [UK](#) and [Civil Service](#) and, where applicable, conduct a Criminal Record Check you must produce certain documents at your interview.

This guide is to help you decide which documents may be the most appropriate for you to use as evidence; the lists are not exhaustive, and further advice is available by contacting [righttowork.grs@cabinetoffice.gov.uk](mailto:righttowork.grs@cabinetoffice.gov.uk)

### Important Notices

Depending on the level of checks needed for the role, you may need to provide **3 documents** to ensure we can evidence your identity, nationality, full permanent address, signature and date of birth. This is to align to the [Baseline Personnel Security Standards](#) for working in the Civil Service.

For candidates applying to the **Home Office** one of these documents must be a valid current passport.

For candidates applying to the **Foreign, Commonwealth & Development Office** one of these documents must be a valid current British passport.

Those candidates who have had a **legal name change** and provide identity documents (ID) in previous names will need to provide supporting evidence (i.e. Marriage certificate, Deed Poll document).

In most cases **original documents** will be accepted; photocopies and online documents (e.g. bank statements, e-bills, eP60s etc.) cannot be accepted.

If you are unable to provide one piece of **photographic ID** then you will need to provide a passport sized photograph of yourself. This will need to be endorsed on the back with the signature of a person of some standing in your community, e.g. a Justice of the Peace, medical practitioner, officer of the armed forces, teacher, lecturer, lawyer, bank manager, civil servant.

The passport photograph will need to be accompanied by a signed statement, completed by the same person, stating the period of time that the individual has known you (this must be a minimum 3 years). The statement must also contain the name, address, contact number and the profession of the individual who has endorsed the photograph and completed the statement.

For any documents not in English, candidates will need to provide a valid and verified translation.

**Please ensure you read this guidance fully and provide documentation to meet all of the requirements that apply to you. If we do not receive sufficient documentation, it may lead to delays or mean we are unable to progress your application any further.**



## Right to work in the UK

Please access the link below and complete the [questionnaire](#) from your own perspective to find out what you need to provide to confirm your right to work in the UK:

<https://www.gov.uk/legal-right-work-uk>

## Right to work in the Civil Service (Civil Service Nationality Rules)

From the 1st January 2021, broadly the following groups will be able to work in the non-reserved posts within the Civil Service:

- UK nationals
- nationals of Commonwealth countries who have the right to work in the UK
- nationals of the Republic of Ireland
- nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the [European Union Settlement Scheme \(EUSS\)](#)
- relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service
- relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service
- certain family members of the relevant EU, EEA, Swiss or Turkish nationals

[Further information on nationality requirements](#)

Please ensure you are eligible to work in the Civil Service and if you are unsure contact the vacancy holder or GRS for advice.

## Criminal Record Checks

If required for the role, Criminal Record Checks will be conducted via [Disclosure and Barring Service](#) for roles based in England and Wales, [Disclosure Scotland](#) for roles based in Scotland and [Access NI](#) for roles based in Northern Ireland.

On the next page, there is a list of some documents which are commonly used to evidence the requirements, with the full guidance available via the links above. We recommend, where possible, that you try to provide:

- 1 document from Group 1
- two further documents from either Group 1, or Group 2a, or 2b

Group 1 – Primary identity documents	Group 2a – Trusted government documents	Group 2b – Financial and social history documents
<p><b>Passport</b></p> <p>Any current and valid passport.</p>	<p><b>Current driving licence photo-card - (full or provisional)</b></p> <p>All countries outside the UK (excluding Isle of Man and Channel Islands)</p>	<p><b>Mortgage statement</b></p> <p><b>Financial statement, for example a pension or endowment</b></p> <p>UK only.</p> <p>Issued in the last 12 months.</p>
<p><b>Current biometric residence permit</b></p> <p>UK only.</p>	<p><b>Current driving licence (full or provisional) – paper version</b></p> <p>UK, Isle of Man and Channel Islands only.</p> <p>Must have been issued before 1998.</p>	<p><b>Bank or building society statement</b></p> <p><b>Central or local government document giving entitlement</b></p> <p>UK or Channel Islands only. Issued in the last 3 months.</p>
<p><b>Current photo card driving licence.</b></p> <p>Full or provisional.</p> <p>UK, Isle of Man and Channel Islands.</p>	<p><b>Birth Certificate - issued after 12 months of Birth</b></p> <p>UK, Isle of Man or Channel Islands only.</p>	<p><b>Bank or building society account opening confirmation letter</b></p> <p><b>Credit card statement</b></p> <p><b>Original utility bill</b></p> <p><b>Benefit statement</b></p> <p>UK only.</p> <p>Issued in the last 3 months.</p> <p>Mobile Phone bills and Motor Insurance documents are not acceptable.</p>
<p><b>Birth Certificate – issued within 12 months of Birth</b></p> <p>UK, Isle of Man and Channel Islands only.</p>	<p><b>Marriage certificate/Civil Partnership certificate</b></p> <p>UK and Channel Islands only.</p>	<p><b>P45 or P60 statement</b></p> <p><b>Council tax Statement</b></p> <p>UK or Channel Islands only.</p> <p>Issued in the last 12 months.</p>

Group 1 – Primary identity documents	Group 2a – Trusted government documents	Group 2b – Financial and social history documents
<p><b>Adoption Certificate</b></p> <p>UK and Channel Islands only.</p>	<p><b>Immigration document, visa or work permit</b></p> <p>Issued by a country outside the UK</p> <p>Valid only for roles whereby the applicant is living and working outside of the UK.</p> <p>Visa/permit must relate to the non-EEA country in which the role is based.</p>	<p><b>EEA National ID card</b></p> <p><b>Irish Passport card</b></p> <p>Irish Passport card cannot be used with an Irish Passport.</p> <p>Must still be valid.</p>
<p>Further information on Primary documents for <b>‘Applicants who aren’t a national of the UK’</b> can be found <a href="#">here</a>.</p>	<p><b>HM Forces identity card</b></p> <p>UK only.</p>	<p><b>Letter from head teacher or college principal</b></p> <p>UK only.</p> <p>For 16 to 19 year olds currently in full time education - only to be used in exceptional circumstances if other documents cannot be provided.</p>
	<p><b>Firearms licence</b></p> <p>UK, Isle of Man and Channel Islands only.</p>	<p><b>Bank or building society statement from countries outside the UK</b></p> <p>Branch must be located in the country where the applicant lives and works.</p> <p>Issued in the last 3 months.</p> <p><b>Cards carrying the PASS accreditation logo</b></p> <p>UK, Isle of Man and Channel Islands.</p> <p>Must still be valid.</p>