

I.D. CHECKLIST

This checklist has been created to help you confirm the identity of your applicants.

We recommend that you ask for at least 3 forms of identification.

We recommend that you request to view the applicant's passport to confirm that the applicant is eligible to work in the U.K.

If you are unsure about an applicants working status you can contact:

The UK Borders Agency sponsors and employers helpline on 0845 010 6677 or

visit www.ukba.homeoffice.gov.uk

View all identification in it's original form and aim to ensure that at least one is a photographic form of identification and that it matches the details on other forms of identification.

If you find any inconsistencies between forms of identification ask questions until you are fully reassured.

I.D.	Numbers, issue dates, your notes
Applicant's name	
Certificates of qualifications/training You may choose to contact the awarding body	
Criminal Records Bureau certificate You can record the CRB no and issue date here	
Driving Licence You can request the paper sheet to accompany the photo card (the paper sheet will show any points on the licence)	
Passport You can record the passport no, issue and expiry date here	
Visa OR any additional working status information	
Marriage certificate	
Birth certificate	
Proof of address	
Other/additional notes	