

Introduction

When you have completed your application, we will need verify the details you provided. To comply with the ID checking guidelines issued by the Disclosure and Barring Service, we will need to see certified copies of your ID documents. Please follow the instructions below. If you have any queries, you can contact us by email to enquiries@accesspcs.co.uk, or phone 0151 638 6158.

Instructions

1. Show your original ID documents*, along with photocopies, to a suitable verifier. The verifier must be
 - a professional person (e.g. doctor, solicitor, teacher) or someone well-respected in your community ('of good standing'), and
 - a person not related to.
2. The verifier must certify each copy by
 - writing 'Certified to be a true copy of the original seen by me',
 - signing and dating,
 - printing their name under the signature, and
 - adding their occupation, email address and telephone number.
3. Send the photocopies to us by email to enquiries@accesspcs.co.uk. Alternatively, you can post them to APCS, 46 Seaview Road, Wallasey, CH45 4LA, United Kingdom.

***the documents must meet the document requirements below**

Document Requirements

You must be able to show the following:

- 1 document from Group 1, below; and
- 1 further document from either Group 1, or Group 2a or 2b, below

The combination of documents presented must confirm your name, address and date of birth. If this can't be achieved within 2 documents a third can be selected.

If you don't have any of the documents in Group 1, you must be able to show:

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

The combination of documents presented must confirm your name, address and date of birth.

Group 1: Primary identity documents	
Document	Notes
Passport	Any current and valid passport
Current biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, and Channel Islands
Birth certificate - issued within 12 months of birth	UK, Isle of Man 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 documents	
Document	Notes
Current driving licence photo-card - (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, and Channel Islands
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

Group 2b: Financial and social history documents		
Document	Notes	Issue date and validity
Mortgage statement	UK	Issued in the last 12 months
Bank or building society statement	UK and Channel Islands	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example a 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

Letter of sponsorship from future employment provider	Non-UK 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, for example Child Benefit or pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man 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 used in exceptional circumstances if other documents cannot be provided	Must still be valid
Non-UK Bank or building society statement	Branch must be located in the country in which the applicant lives and works	Issued in last 3 months