

A guide to document requirements

Passport



A Passport can be used for **proof of name** and **date of birth**.

What you should be aware of

- Copies of the document must be easy to read with the image being sharp and not blurry.
- Documents in an alternate name must be supported by evidence of a name change, for example, marriage certificate, deed poll document, civil partnership registration.
- We do not accept copies where the information has been amended or blocked out.

What we need to see

1. The document must show the applicant's full name and date of birth, and should match the application details.
2. The photo should be a true likeness of the applicant.
3. The passport must be current and valid – check the expiry date and issuing country.
4. The Passport number coding at the bottom of Passport should match the details within the document.
5. The MRZ (Machine Readable Zone) on the passport. This consists of **two lines of 44 characters** that encode key passport details which must be checked for consistency. See details opposite.

Example British Passport



The MRZ (Machine Readable Zone) second line typically includes:

- **Passport Number** (followed by a check digit)
- **Nationality Code**
- **Date of Birth** (formatted as YYMMDD, followed by a check digit)
- **Sex** (M/F/X)
- **Passport Expiry Date** (YYMMDD, followed by a check digit)

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Source: gov.uk

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UK Driving Licence



A copy of a UK Driving Licence can be used for **proof of name and date of birth** or **proof of address**, but not both.

What you should be aware of

- Only one document can be accepted from a particular provider. We cannot accept proof of name and proof of address from the same provider.
- Copies of the document must be easy to read with the image being sharp and not blurry.
- Documents in an alternate name must be supported by evidence of a name change, for example, marriage certificate, deed poll document, civil partnership registration.
- Address details must relate to the current residence and match the application details.
- We do not accept copies where the information has been amended or blocked out.

What we need to see

- 1. For proof of name and date of birth:**
The document must show the applicant's full name and date of birth and should match the application details.
- 2.** We can accept either a full or provisional licence, which is current and valid.
- 3.** The photo should be a true likeness of the applicant.
- 4.** The signature of the customer must be included.
- 5. For proof of address:** the document must show the applicant's full name and current address and should match the application details.

Example UK Driving Licence



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Source: [European Commission](#)

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UK Paper Driving Licence (pre-photocard)



A copy of a UK Paper Driving Licence (pre-photocard) can be used for **proof of name and date of birth**.

What you should be aware of

- Copies of the document must be easy to read with the image being sharp and not blurry.
- Documents in an alternate name must be supported by evidence of a name change, for example, marriage certificate, deed poll document, civil partnership registration.
- We do not accept copies where the information has been amended or blocked out.

What we need to see

1. The document must be a full licence, current and valid.
2. The document must show the applicants full name and date of birth and should match the application details.
3. The signature of the customer must be included.

Example Paper Driving Licences

Example A: 01/01/1986 – 31/05/1990

1. The document must be a full licence, current and valid.

2. The document must show the applicants full name and date of birth and should match the application details.

3. The signature of the customer must be included.

Example B: 01/06/1990 – 31/12/1996

2. The document must be a full licence, current and valid.

1. The document must show the applicants full name and date of birth and should match the application details.

3. The signature of the customer must be included.

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Source: [European Commission](#)

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Bank statement



A copy of a bank statement from within the last three months can be used for **proof of address**.

What you should be aware of

- Copies of the document must be easy to read with the image being sharp and not blurry.
- Documents in an alternate name must be supported by evidence of a name change, for example, marriage certificate, deed poll document, civil partnership registration.
- Address details must relate to the current residence and match the application details.
- We do not accept copies where the information has been amended or blocked out.

What we need to see

1. The bank or building society logo must be visible.
2. The statement must show the applicant's full name and address and should match the application details
3. The statement must be dated within the last three months.
4. Full bank account number and sort code must be visible.
5. The statement must show transactional activity. We can accept just the front page if it meets all these requirements.

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Example bank statement

1 first direct

2 MR E CUSTOMER
1 Example Street
Town
County
XY1 1XY

3 16 August to 15 September 2025

4 Account Name
MR-EXAMPLE-CUSTOMER

5 Your 1st Account details

Date	Payment type and details	£ Paid out	£ Paid in	£ Balance
15 Aug 25	Balance brought forward			767.14
18 Aug 25	CO-OP GROUP FOOD			
	HOVE 104055	6.82		
	BOOTS.BRIGHTON			
	BRIGHTON	11.65		
	MAS OCADO			
	0345 656 1234	191.65		
	MAS BHCC-PAYBYPHONEPAR			
	Brighton	2.00		
	The Crown			
	Howe	5.98		549.04
19 Aug 25	BP Laura Walker			
	Back from HK	10.00		
	BP MR E CUSTOMER			
	BACK FROM HK	8.99		530.05
20 Aug 25	MARKS&SPENCER PLC			
	BRIGHTON	1.99		528.06
21 Aug 25	MAS SAINSBURYS.CO.UK			
	0800 328 1700	37.00		
	SAINSBURYS.SIMKTS			
	WEST HOVE	17.95		473.11
26 Aug 25	MAS your-saving.com			
	London	48.00		
	WM MORRISONS STORE			
	BRIGHTON	4.19		
	MAS DISCPLATEHANGERS.N			
	NEWTON ABBOT	12.24		408.68
	Balance carried forward			

Member HSBC Group

first direct is a division of HSBC UK Bank plc

Image for illustration purposes only.
Source: First Direct

A guide to document requirements

Utility bill



A copy of a utility bill from within the last three months can be used for **proof of address**.

What you should be aware of

- Copies of the document must be easy to read with the image being sharp and not blurry.
- Documents in an alternate name must be supported by evidence of a name change, for example, marriage certificate, deed poll document, civil partnership registration.
- Address details must relate to the current residence and match the application details.
- We do not accept copies where the information has been amended or blocked out.

What we need to see

1. The utility provider logo must be visible.
2. The statement must show the applicant's full name and address and should match the application details.
3. It can be a gas, electric or water bill. We can't accept mobile phone or store card bills.
4. The bill must be dated within the last three months.
5. The bill must show transactional activity. We can accept just the front page if it meets all these requirements.

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Example utility bill

Supply address:
10 Any Street, Anytown
Countyshire AB12 3CD

Rota block letter: K

British Gas

Mr A Sample
10 Any Street
Anytown
Countyshire
AB12 3CD

Hello
we've prepared your energy bill for you

Covering: 22 Jan 2024 to 23 Feb 2024
Bill date: 23 Feb 2024
Customer account number: A123456

Your account summary

Your previous balance on 22 Jan 2024	-£ 137.41
Your total energy costs (inc. VAT and any adjustments)	-£ 269.26
Payments between 22 Jan 2024 to 23 Feb 2024	+£ 137.41
Your new balance on 23 Feb 2024	Debit -£ 269.26

Important information

Please pay £269.26 by 8 March 2024 - thank you

You can find 5 simple ways to pay on the last page of this letter.

Your gas tariff: Standard Variable Payment method: Pay on receipt of a monthly bill. See settle your bills for how to pay	Your electricity tariff: Standard Variable Payment method: Pay on receipt of a monthly bill. See settle your bills for how to pay	Did you know? You could save £109.23* by switching your payment to Direct Debit. Visit britishgas.co.uk/dd
Tariff ends: No end date	Tariff ends: No end date	
Exit fee: None	Exit fee: None	
Annual estimates: Gas Estimated annual usage: 1,285.80 kWh Estimated annual cost: £508.72	Annual estimates: Electricity Estimated annual usage: 2,505.02 kWh Estimated annual cost: £541.28	

If you're finding it hard to pay your energy bill, there are a number of ways we can help you. Visit britishgas.co.uk/payhelp

*Estimated annual savings based on your projected usage

Image for illustration purposes only.

Source: [British Gas](https://britishgas.co.uk)

A guide to document requirements

Council Tax bill



A copy of a Council Tax bill from the latest tax year can be used for **proof of address**.

What you should be aware of

- Copies of the document must be easy to read with the image being sharp and not blurry.
- Documents in an alternate name must be supported by evidence of a name change, for example, marriage certificate, deed poll document, civil partnership registration.
- Address details must relate to the current residence and match the application details.
- We do not accept copies where the information has been amended or blocked out.

What we need to see

1. The bill must be dated for the latest tax year.
2. The statement must show the applicant's full name and address and should match the application details.
3. The Local Council logo must be visible.

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Example Council Tax bill

Council Tax Bill
View your bill, outstanding balance and instalments online at www.brighton-hove.gov.uk/myaccount, where you can also tell us about changes to your circumstances.

1. Date of issue: 10/03/2025

2. Account Number: 01234567890

Your property is in band: E

Reason for bill: Annual

This bill is for: 25 Windsor Road, Brighton, BN2 0BD

	£	Change from 24/25
Brighton & Hove City Council	2537.81	5.0%
East Sussex Fire Authority	137.49	4.7%
Sussex Police & Crime Commissioner	326.22	5.5%
The full charge for the current year is therefore	3001.52	5.0% increase

How your bill is calculated

	£
Council Tax	3,001.52

Amount to pay £3,001.52

Your instalments for 2025/26 do not include your 2024/25 account balance
As at 28/02/2025 your 2024/25 Council Tax account balance is 238.00

Payment instructions
First instalment due on 15/04/2025 1 x 251.52
Other instalments due on 15/05/2025 to 15/03/2026 11 x 250.00

Instalments to be paid by: Direct Debit Monthly

3. Brighton & Hove City Council

Image for illustration purposes only.
Source: Brighton & Hove City Council

A guide to document requirements

State Entitlement or Local Authority Benefits



A copy of State Entitlement or Local Authority Benefits from the last 6 months, or 12 months if issued annually, can be used for **proof of name** and **date of birth**.

What you should be aware of

- Copies of the document must be easy to read with the image being sharp and not blurry.
- Documents in an alternate name must be supported by evidence of a name change, for example, marriage certificate, deed poll document, civil partnership registration.
- Address details must relate to the current residence and match the application details.
- We do not accept copies where the information has been amended or blocked out.

What we need to see

1. The document must have the originator's logo on it, for example Department of Work and Pensions (DWP).
2. The document must show the applicant's full name, date of birth and address.
3. The document must be dated within the last 6 months, or 12 months if issued annually.

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Example Benefits Statement

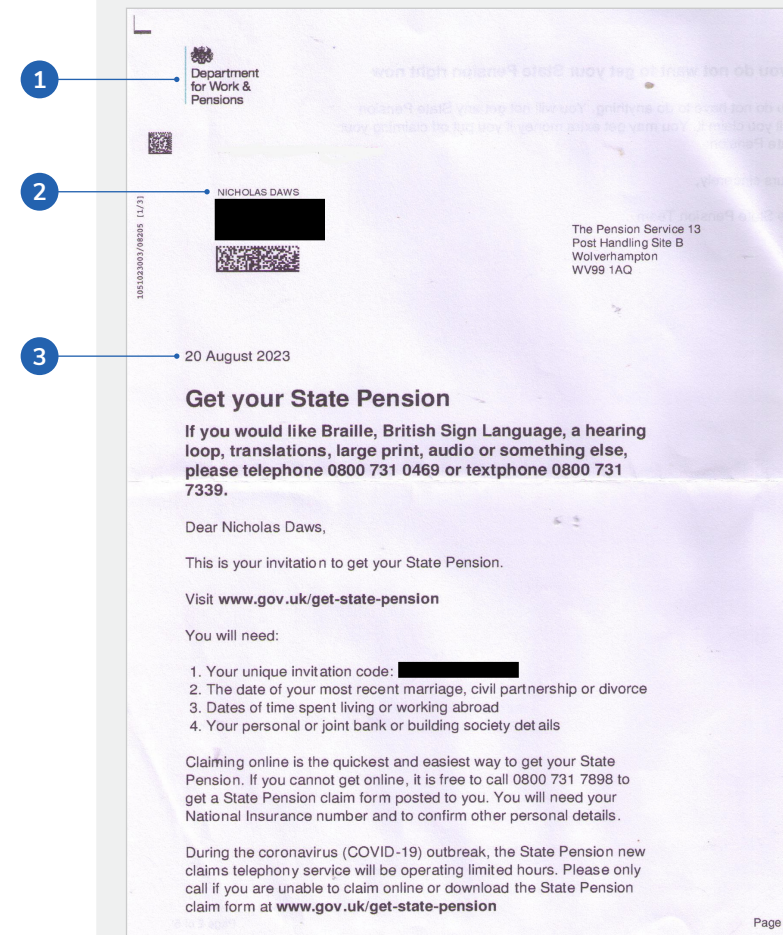


Image for illustration purposes only.
Source: [Pounds & Sense](#)

A guide to document requirements

Letter from HMRC



A copy of a letter from HMRC issued within 6 months, or 12 months if issued annually, can be used for **proof of name** and **date of birth**.

What you should be aware of

- Copies of the document must be easy to read with the image being sharp and not blurry.
- Documents in an alternate name must be supported by evidence of a name change, for example, marriage certificate, deed poll document, civil partnership registration.
- Address details must relate to the current residence and match the application details.
- We do not accept copies where the information has been amended or blocked out.
- We do not accept P45's or P60's as proof.

What we need to see

1. The document must have the HMRC logo on it.
2. The document must show the applicant's full name and date of birth.
3. The document should be dated within 6 months, or 12 months if issued annually.
4. The document must include a reference number or national insurance number.

Example letter from HMRC

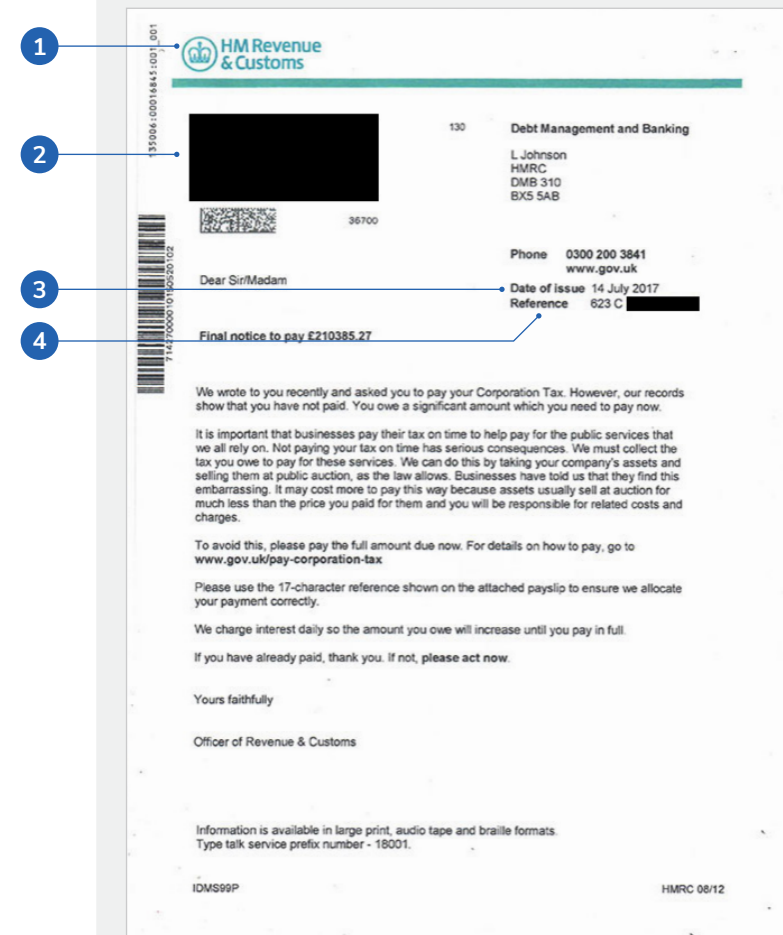


Image for illustration purposes only.
Source: [Business Advice Services](#)

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A guide to document requirements

UK Firearms Certificate or Shotgun licence



A copy of a UK Firearms Certificate or Shotgun licence can be used for **proof of name** and **date of birth**.

What you should be aware of

- Copies of the document must be easy to read with the image being sharp and not blurry.
- Documents in an alternate name must be supported by evidence of a name change, for example, marriage certificate, deed poll document, civil partnership registration.
- We do not accept copies where the information has been amended or blocked out.

What we need to see

1. The photo should be a true likeness of the applicant.
2. The document must show the applicant's full name, and should match the application details.
3. The date of birth and signature of the customer must be included.
4. The document must be current and valid – check the valid from and to dates.
5. The issuing police force stamp must be visible.
6. The signature of the Chief Officer of Police must be included.

Example Shot Gun Certificate

Firearms Act 1968 to 1997

Firearms Form 104

Shot Gun Certificate

This certificate is granted for the purpose of section 2 of the Firearms Act 1968 to the holder named below and relates to the shot gun(s) specified

1 Name and address of holder: [Redacted]

2 Photograph of holder [Redacted]

3 Post Code [Redacted] Date of birth [Redacted]

4 Certificate number [Redacted] Valid from [Redacted] to [Redacted]

5 Usual signature of holder [Redacted]

6 Signature of Chief Officer of Police [Redacted]

Stamp of issuing Police Force: SURREY POLICE With you, making Surrey safer www.surrey.police.uk

Date: 09/11/2010

Conditions

The holder of this certificate is authorised for the purpose of section 2(1) of the Firearms Act 1968 to possess shot guns, subject to the following conditions -

- 1 The holder must, on receipt of the certificate, sign it in ink with his usual signature.
- 2 The holder of this certificate must inform the chief officer of police by whom the certificate was granted within seven days of the theft, loss or destruction in Great Britain of the certificate.
- 3 The holder of the certificate must, without undue delay, inform the chief officer of police by whom the certificate was granted of any change in his permanent address.

(a) The shot guns to which the certificate relates must at all times (except in the circumstances set out in paragraph (b) below) be stored securely so as to prevent, so far as is reasonably practicable, access to the shot guns by an unauthorised person.

(b) Where a shot gun to which the certificate relates is in use or the holder of the certificate has the shot gun with him for the purpose of cleaning, repairing or testing it or for some other purpose connected with its use, transfer or sale, or the shot gun is in transit to or from a place in connection with its use or any such purpose, reasonable precautions must be taken for the safe custody of the gun.

Additional statutory conditions may be added here by the chief officer of police.

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Image for illustration purposes only.
Source: [Shooting UK](#)

What you should be aware of

- ## What we need to see

- ## Example Biometric Residence Permit

1. RESIDENCE PERMIT

2. NAME
WILLIAMS
NADIA

3. VALID UNTIL
24-12-2024
PLACE AND DATE OF ISSUE
UK 13-01-2021
TYPE OF PERMIT

4. SETTLEMENT
REMARKS
INDEFINITE
LEAVE TO REMAIN

ZR1024791

SAMPLE

5

DATE AND PLACE OF BIRTH
27-12-1991
BEIJING

SEX F NATIONALITY CHINA

REMARKS

IRGBRZU30861131<<<<<<<<<<<<
8001014M1401017CHN<<<<<<<<<<4
D<ICW<ETE<WILLIAMS<<<<NADIA<<<

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