

CONTINUATION SHEET

Applicant Name			Form Reference F.....				
			There must be at least 1 Group 1 & 2 x Group 2 OR 5 x Group 2 And 1 Proof of Address & 1 proof of Date of Birth				
Seen	Correct DoB?	Correct Address?	Group 1 Type document types	Age of Document	Checking		
		n/a	Passport (any nationality)	In date?			
			UK Driving Licence (either photocard or paper, full or provisional)	In date?	Miss/Ms/Mrs? <input style="width: 50px;" type="text"/>		
		n/a	UK Birth Certificate (issued within 12 months of date of birth, full or short form)	<1yr of birth			
			Photo Identity card (EU countries only)		Surname at Birth? <input style="width: 50px;" type="text"/>		
			UK Firearms Licence				
			HM Forces ID Card				
			Group 2 Type document types				
	n/a	n/a	Addressed Payslip *	<3 Months	Other Names in Driving Licence or Passport? <input style="width: 50px;" type="text"/>		
		n/a	Bank or Building Society Statement *	<3 Months			
	?		Benefit Statement (Child Allowance or Pension) **	<12 Months			
	n/a		Birth Certificate		D.o.B (10)...../...../.....		
	n/a		Certificate of British Nationality		D.o.B (X)/...../.....		
	n/a		Connexions Card (UK)				
	n/a		Council Tax Statement **	<12 Months			
	n/a		Court Claim Form (Documentation Issued by Court Services) **	<12 Months	Address History		
	n/a		CRB Disclosure Certificate **	<12 Months	Year 2001 onwards? <input style="width: 50px;" type="text"/>		
	n/a		Credit/Store Card Statement *	<3 Months	Place of Birth (as Birth Cert?) <input style="width: 50px;" type="text"/>		
	n/a		Document from a UK central/local authority giving entitlement (e.g. from the Benefits Agency, the Employment Service, the Inland Revenue) **	<12 Months			
	n/a		Exam Certificate (e.g. GCSE, NVQ)				
	n/a		Financial Statement (e.g. pension, endowment, ISA) **	<12 Months			
	n/a		Insurance Certificate **	<12 Months			
			Letter from Head Teacher *	<3 Months	Section Y		
	n/a		Mail Order Catalogue Statement*	<3 Months	Entitled to Ask for Disclosure? <input style="width: 50px;" type="text"/>		
	n/a	n/a	Marriage/Civil Partnership Certificate		Volunteer? <input style="width: 50px;" type="text" value="Y8"/>		
			Mortgage Statement/Agreement **	<12 Months	Standard/Enhanced? <input style="width: 50px;" type="text"/>		
			National Insurance Number Card				
	n/a		P45/P60 Statement **	<12 Months			
		n/a	TV Licence **	<12 Months			
			UK NHS Card				
			Utility Bill: electricity, gas, water, phone (inc mobile phone contract/bill) *	<3 Months			
			Vehicle Registration Document (V5C) or old style (V5)				
			Work Permit/Visa **	<12 Months			

Number of Documents seen. **Minimum Values are 3 - 1 - 1 see below**

- CHECKLIST - Please check before submitting form for Countersigning. 1 & 3 OR 2 & 3 must be YES.**
- Is **AT LEAST ONE** Group1 Document available & **TWO** Group 2 Documents? **YES / NO** **1**
 - If **NO**, are **AT LEAST FIVE** Group 2 Documents available? **YES / NO** **2**
 - Is at least 1 Proof of Address and 1 proof of Date of Birth available? **YES / NO** **3**

* documentation should be less than (<) three months old
 ** documentation should be the most recent & less (<) than 12 months old or current

Countersignatory Number	Please Leave Blank		
Signed	Please Leave Blank	Date	