

## IDENTITY (ID) & RIGHT TO WORK (RTW) CHECKS

Anderson Quigley (AQ) work with Verifile and TrustID to ensure our compliance with legal checking requirements. We need you to provide the following documentation:

### For NHS Assignments

- UK/Irish Citizens = UK/Irish passport + 2x proof of address (ideally UK photo driving license + utility bill dated in the last 3 months or your most recent Council Tax bill)
- Non-UK Residents = RTW Online Share Code OR + 2x proof of address (ideally a driving licence + utility bill dated in the last 3 months or your most recent Council Tax bill)

### For Private Sector Assignments

- UK/Irish Citizens = UK/Irish passport
- Other Passport Holders = RTW Online Share Code

Verifile and TrustID will also undertake an address verification check against public records such as the Electoral Roll).

If you are not able to provide the above documentation, please find a further list below.

### Acceptable RTW documents:

- UK/Irish Passport
- Irish Passport Card
- Birth or Adoption certificate – UK, Ireland, Channel Isles, Isle of Man (with supporting National Insurance number evidence)
- Certificate of Naturalisation as a British Citizen (with supporting NI evidence)
- [RTW Online Share Code](#) (for those with a Biometric Residence Permit/Card, a UK Visas & Immigration Account or have status under the EU Settlement Scheme)
- UK Visa in a non UK/Irish Passport
- Residence Documentation
- Immigration Status Document (with supporting National Insurance number evidence)

### Acceptable Photo ID documents (not permissible for RTW):

- Non-UK/Irish Passport
- UK full or provisional photocard driving licence
- EU full or provisional photocard driving licence
- PASS card

### Acceptable Proof of address (POA) documents:

- UK full or provisional photocard driving licence – if **not** already presented as a form of personal photographic identity
- Full UK paper driving licence (that were issued before the photocard was introduced in 1998 and where they remain current and in date) - paper provisional driving licenses are **not** acceptable
- Local authority tax statement – e.g. a council tax bill (UK and Channel Islands) dated within the

last 12 months

- Utility bill or letter from the service provider confirming the pre-payment terms of services at a fixed address (for example electricity, gas, water, or land-line telephone). More than one utility bill can be accepted if these are from two different suppliers. Utility bills in joint names are also acceptable (UK) dated within the last 3 months
- HM Revenue & Customs (HMRC) tax notification such as an assessment, statement of account or notice of coding dated within the last 12 months
- A financial statement such as bank, building society, credit card statement, pension or endowment statement dated within the last 3 months (UK and EEA. Non-EEA statements must not be accepted)
- Bank or building society statement from countries outside of the UK. Branch must be located in the country where the applicant lives and works, date within the last 3 months
- Credit union statement (UK) dated within the last 3 months
- Mortgage statement from a recognised lender (UK) dated within the last 3 months
- Local council rent card or tenancy agreement dated within the last 3 months
- Evidence of entitlement from the Department for Work & Pensions (DWP) for benefits, such as child allowance, pension etc. (UK) dated within the last 12 months

**Note:** documents must be dated either within the last **3** or **12** months, depending on the requirement specified. If you cannot provide such documentation there must be a valid reason why not; for example, there is clear evidence that the individual has not lived in the UK for three months or more. Documents must contain the name and address of the applicant.

**If you cannot provide any of the above, please contact your AQ consultant, or the AQ Business Support team on +44 (0)20 3457 0948 or email [welcome@andersonquigley.com](mailto:welcome@andersonquigley.com).**

**Please note if you are required to have a DBS check then you may be asked to provide further documentation.**