

Please find below a list of the necessary registration documents for UK and European Passport Holders.

Identification

Accepted Documents:

- UK Passport
- European Passport (or a country belonging to the EEA)

Acceptable Criteria:

A photocopy or scan (preferably colour) of the photo page of the above passport. Copies must be legible and photo clearly visible. If we cannot distinguish the characters and photo within the scan or copy we will request a further copy.

Residence

Accepted Documents:

- Utility Bill
- Bank Statement
- Council Tax Bill / Statement
- Mortgage or rent Statement
- Tenancy Agreement
- A document from HMRC or similar government department relating to tax credits, pensions, tax coding. This must contain your National Insurance number.

Acceptable Criteria:

All proof of residence documents must be dated within the last 3 months, anything older will not be accepted. The bill must also clearly state your name, full postal address (matching the address we have on our system) and also show your reference number for the utility / bill in question.

Exclusions: Mobile phone statements

Right to Work

Accepted Documents:

- Visa / Work Permit
- A Passport page endorsed with the correct visa / permit details.
- A letter from the Home Office stating employment is allowed

Acceptable Criteria:

A photocopy or scan (preferably colour) of the document in question must be supplied.

Exclusions: Letters from Colleges or Universities.

*If you have any further questions about the registration documents you need to supply, please contact your **Account Manager**.*