

## **DOCUMENTS TO BRING WITH YOU**

The documents that you must bring with you are listed below with full details in the following pages.

You also need to bring a recent, colour passport size photograph with you; in some cases you may need to get this endorsed by a person of standing in your community who has known you for at least three years - check the table over to see if this applies to you.

The documents listed below are mandatory and will be checked on the day

**Please note, if you do not bring the correct documents with you, you will not be able to register and will have to attend a further appointment.**

- Proof of ID and Right to Work in the UK
- Proof of address x 2
- Proof of name change if applicable
- TUPE transfer personal details form\*
- Declaration A form\*
- Uniform order form\* (if applicable)

\*documents enclosed

**In each case you will need to bring the original document, print outs of online statements are not accepted.**

Some documents must be no older than three months or twelve months; we have made a note of this on the list.

If any of your documents are in a foreign language (i.e. not in English), you will need to get an official translation and the individual who translates it must verify that the translation is accurate and independent. Note that the original document must be one that is on our list of acceptable documents.

If you have any questions about any of these documents, please contact us on  
03330 144 361 between 09:00 to 17:00 Monday to Friday,  
alternatively, email us at [compliance@nhsprofessionals.nhs.uk](mailto:compliance@nhsprofessionals.nhs.uk)

## Documents to bring with you

| Category                                                                                                                                                                                                                    | What this covers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Acceptable documents                               | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| 1                                                                                                                                                                                                                           | <b>Proof of ID and Right to Work in the UK-</b><br>bring <b>one</b> from the list on the right                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Valid UK passport                                  | <i>Expired UK/EEA Passport can be used as a proof of Right to Work in the UK along with valid Photographic ID e.g. Photo Driver's licence</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Valid EEA passport                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Valid Passport (non UK and non EEA) and valid visa | <i>Please note we only accept a valid visa in a valid passport.</i><br><br><i>If you have a Tier 4 student visa, you need to provide two documents from your school, college or university:</i> <ul style="list-style-type: none"> <li>• A letter confirming that you are a student and details of the course you are attending; <b>and</b></li> <li>• Confirmation of your term dates provided by your educational institution covering the duration of the course or the current academic year as a minimum.</li> </ul> <i>If you have a Tier 2 visa you will need to additionally provide the following:</i> <ul style="list-style-type: none"> <li>• A copy of your statement of Certificate of Sponsorship, <b>or</b></li> <li>• A letter from your Sponsor HR department detailing where you work, your job title and details of your role.</li> </ul> |
| A Valid Biometric Residence Permit <ul style="list-style-type: none"> <li>• Biometric Residence Permit must be in date regardless of the type of leave granted.</li> </ul>                                                  | <i>If you have a Tier 4 student visa, you need to provide two documents from your school, college or university:</i> <ul style="list-style-type: none"> <li>• A letter confirming that you are a student and details of the course you are attending; <b>and</b></li> <li>• Confirmation of your term dates provided by your educational institution covering the duration of the course or the current academic year as a minimum.</li> </ul> <i>If you have a Tier 2 visa you will need to additionally provide the following:</i> <ul style="list-style-type: none"> <li>• A copy of your statement of Certificate of Sponsorship, <b>or</b></li> <li>• A letter from your Sponsor HR department detailing where you work, your job title and details of your role.</li> </ul> |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| A full birth certificate issued in the UK or Channel Islands <b>plus</b> the following supporting information: <ul style="list-style-type: none"> <li>• A document from a government agency or previous employer</li> </ul> | <i>Your birth certificate must include the name of at least one of your parents.</i><br>***Please note, if you do not hold a photo driving licence or a current photo ID carrying the PASS logo, you can provide a passport sized                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|  |  | <p>which includes your name and NI number;</p> <p><b>and</b></p> <ul style="list-style-type: none"> <li>• Your driving licence photo card</li> <li><b>or</b></li> <li>• A current photo card carrying the PASS logo.</li> </ul>                                                                                                                                                                                   | <p><i>photograph signed by a person of standing. Photographs must have an accompanying letter to state that you have been known to the person of standing for the past 3 years (See Appendix A)***</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|  |  | <p>A full adoption certificate issued in the UK plus supporting information:</p> <ul style="list-style-type: none"> <li>• A document from a government agency or previous employer which includes your name and NI number;</li> <li><b>and</b></li> <li>• Your driving licence photo card</li> <li><b>or</b></li> <li>• A current photo card carrying the PASS logo.</li> </ul>                                   | <p><i>Your adoption certificate must include the name of at least one of your adoptive parents.</i></p> <p><i>***Please note, if you do not hold a photo driving licence or a current photo ID carrying the PASS logo, you can provide a passport sized photograph signed by a person of standing. Photographs must have an accompanying letter to state that you have been known to the person of standing for the past 3 years (See Appendix A)***</i></p>                                                                                                                                                                                                                                                                                         |
|  |  | <p>If you are a Croatian National:</p> <ul style="list-style-type: none"> <li>• Your valid passport</li> <li><b>and</b></li> <li>• A 'Blue Registration Certificate'</li> <li><b>or</b></li> <li>• A 'Purple Registration Certificate'</li> <li><b>or</b></li> <li>• A 'Yellow Registration Certificate' indicating you are a student</li> <li><b>or</b></li> <li>• An 'EEA Registration Certificate'.</li> </ul> | <p><i>A purple certificate must indicate that 'Supplementary Employment' is permitted and is accompanied by:</i></p> <ul style="list-style-type: none"> <li>• <i>A copy of your statement of Certificate of Sponsorship, <b>or</b></i></li> <li>• <i>A letter from your Sponsor HR department detailing where you work, your job title and details of your role.</i></li> </ul> <p><i>A yellow certificate must be accompanied by two documents from your school, college or university:</i></p> <ul style="list-style-type: none"> <li>• <i>A letter confirming that you are a student and details of the course you are attending; <b>and</b></i></li> <li>• <i>A copy of your timetable, so that we can confirm your study periods</i></li> </ul> |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                       |
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|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>A certificate of application that is under 6 months old and has been issued by the Home Office or UKBA, with accompanying Home Office/UKBA letter stating previous visa type and restrictions, <b>or</b>;</p> <p>An Immigration Status Document containing a photograph issued by the Home Office or UKBA, stating that you are allowed to remain in the UK and undertake the work applied for.</p> <p>The above must be accompanied by:</p> <ul style="list-style-type: none"> <li>• A document from a government agency or previous employer which includes your name and NI number;</li> </ul> <p><b>and</b></p> <ul style="list-style-type: none"> <li>• Your driving licence photo card, <b>or</b></li> <li>• A current photo card carrying the PASS logo.</li> </ul> | <p><i>***Please note, if you do not hold a photo driving licence, or a current photo ID carrying the PASS logo, you can provide a passport sized photograph signed by a person of standing. Photographs must have an accompanying letter to state that you have been known to the person of standing for the past 3 years (See Appendix A)***</i></p> |
| 2 | <p><b>Proof of address – bring two from the list on the right.</b></p> <p>Notes:</p> <p>a) The documents must be from two different organisations;</p> <p>b) Online versions, such as PDFs, are not acceptable. You must bring the original document;</p> <p>c) <b>'statements'</b> must be specifically related to an active account and show transactions. A circular from your Bank or Building Society offering a loan, credit card, etc. is not acceptable.</p> | Utility bill (e.g. gas, electricity, water or telephone. Not a mobile phone or TV licence)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <i>less than 3 months' old</i>                                                                                                                                                                                                                                                                                                                        |
|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Driving licence: photo card issued in the UK or Isle of Man                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <i>Current</i>                                                                                                                                                                                                                                                                                                                                        |
|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | UK mortgage statement (see note C)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <i>less than 12 months' old</i>                                                                                                                                                                                                                                                                                                                       |
|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Bank or building society statement (see note C)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <i>less than 3 months' old</i>                                                                                                                                                                                                                                                                                                                        |
|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Credit card statement (not a store card) (see note C)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <i>less than 3 months' old</i>                                                                                                                                                                                                                                                                                                                        |
|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | UK financial statement (e.g. pension; ISA)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <i>less than 12 months' old</i>                                                                                                                                                                                                                                                                                                                       |
|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Benefit statement, e.g. Child Benefit, State Pension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <i>less than 3 months' old</i>                                                                                                                                                                                                                                                                                                                        |
|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Document from a government agency or your Local Authority giving entitlement; e.g. from the Department for Work & Pensions, the Employment Service, HMRC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <i>less than 3 months' old</i>                                                                                                                                                                                                                                                                                                                        |
|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Council Tax statement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <i>Less than 12 months' old</i>                                                                                                                                                                                                                                                                                                                       |
| 3 | <b>Proof of name change (if applicable)</b>                                                                                                                                                                                                                                                                                                                                                                                                                          | Marriage/Civil Partnership certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <i>These documents need to be produced if your name is not the same on all of the other documents</i>                                                                                                                                                                                                                                                 |

## Person of Standing – Acceptable individuals – Appendix A

If you intend to bring non-photographic identification with you to your registration appointment, you also need to bring a Passport-sized photograph of yourself. This photograph must be endorsed by a person of standing in your community who has known you for at least **three** years.

*Endorsed* means that they need to write on the back of the photograph that it is a true likeness of you and then sign and date it.

*Persons of Standing* include:

- Accountant
- Airline pilot
- Bank/building society official
- Barrister
- Chairman/director of limited company
- Chiropodist
- Commissioner of oaths
- Councillor (local or county)
- Civil servant (permanent)
- Dentist
- Director/manager of a VAT-registered charity
- Director/manager/personnel officer of a VAT-registered company
- Engineer (with professional qualifications)
- Financial services intermediary (e.g. a stockbroker or insurance broker)
- Fire service official
- Funeral director
- Insurance agent (full time) of a recognised company
- Journalist
- Justice of the Peace
- Legal secretary (fellow or associate member of the Institute of Legal Secretaries and PAs)
- Licensee of public house
- Local government officer
- Manager/personnel officer (of a limited company)
- Medical Practitioner
- Member, associate or fellow of a professional body
- Member of Parliament
- Merchant Navy officer Minister of a recognised religion (including Christian Science)
- nurse (RGN and RMN)
- Officer of the armed services (active or retired)
- Optician
- Paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals)
- Person with honours (an OBE or MBE, for example)
- Pharmacist
- Photographer (professional)
- Police officer
- Post Office official
- President/secretary of a recognised organisation
- Salvation Army officer
- Social worker
- Solicitor
- Surveyor
- Teacher, lecturer
- Trade union officer
- Travel agent (qualified)
- Valuer or auctioneer (fellows and associate members of the incorporated society)

- Warrant Officers and Chief Petty Officers