

Right to work and proof of address checklist

The following is a list of proof of right to work and proof address documents that can be accepted as part of checks undertaken at assessment centre.

You must provide copies of your proof of right to work and proof of address prior to your assessment centre by uploading these on your [candidate portal](#). Please bring the original copies with you on the day of your assessment centre for verification by the team.

Your proof of right to work and proof of address must match the details provided in your application form (excluding preferred name). Your details can be updated in your [candidate portal](#) if this is not the case.

For any applications to forces which require a **full, manual UK driving licence before conditional offer, we will also need to see proof of holding this** at assessment centre to support the force allocation process if successful. Details of force eligibility can be found on [our website](#).

For candidates who have preferenced the **Northumbria Police and South Yorkshire Police**, please see the second table which details specific requirements for your respective forces.

Right to work	Proof of address
A passport showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.	Utility bill (gas, electric, satellite television, landline phone bill) issued within the last three months (mobile phone bills not accepted).
A passport or national identity card showing the holder is a national of a European Economic Area country or Switzerland.	Local authority council tax bill for the current council tax year.
A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.	Bank, Building Society, or Credit Union statement or passbook dated within the last three months (credit card statements not accepted).
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.	Current UK photocard driving licence (but only if not used as part of proof of right to work).
A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.	Original mortgage statement from a recognised lender issued for the last full year.

A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland*.	Solicitors letter within the last three months confirming recent house purchase or land registry confirmation of address.
A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer*.	Council or housing association rent card or tenancy agreement for the current year.
A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer*.	Electoral Register entry.
A birth (short or long) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer*.	NHS Medical Card or letter of confirmation from GP's practice of registration with the surgery.
A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer*.	HMRC correspondence from the current financial year.

***Please note, these documents are valid proof of right to work but as they are not photo ID, you will also need to provide your driving licence.**

Force	Notes
Northumbria Police	Driving licence will not be accepted as proof of address
South Yorkshire Police	Driving licence will not be accepted as proof of address