

APPLICATION FOR THE GRANT OF A DUAL DRIVERS LICENCE

The application must be submitted in person at one of the Council's Customer Service Centres at: 41 Quay Street, Ammanford, SA18 3BS - Unit A, St Catherine's Walk, Carmarthen, SA31 1GA, - 36 Stepney Street, Llanelli, SA15 3TR.

Please Note: Applications can take up to 6 Months to Process.

The application must be accompanied by:

- a) Current Driving Licence – Please note, as from the 8th June 2015 the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA. In order to produce evidence of your driving record, applicants must supply the Licensing section with a “check code” issued from the DVLA. This can be obtained by going online at www.gov.uk/view-driving-licence or by Phoning the DVLA on 0300 083 0013. The code issued by the DVLA is only valid for 21 days.
- b) One recently taken photograph of yourself (Passport Style/Size) Please see attached guidance at www.gov.uk/photos-for-passports
- c) Completed Group 2 medical questionnaire.
- d) DBS Check - Original Identity documents for your DBS Check (see accompanying Guidance Notes) together with the fee of £49.50. You will then be sent a link to complete the online DBS application. (Disclosure applications are required for the initial grant of a licence and every six months. Applicants are required to subscribe to the DBS Update Service and must produce their DBS Certificate and Signed Consent form. When applicable an Overseas criminal record check or Certificate of Good Conduct is required.

If a Certificate of Good Conduct is required and cannot be produced, the application will be incomplete and rejected.

- e) Appropriate Licence fee: **1 Year Licence £98.00 or 3 Year Licence £180.00**

(Please Note – the 3 year licence will be reviewed annually and applicants will be required to produce their Driving Licence and Check code each year. In addition, if an applicant's DBS or Medical expires during this period, they must submit a new DBS or Medical to the authority)

- f) Knowledge Test Fee of £25.00 per test. Once the drivers application is received, the applicant will receive an email containing the Knowledge test pack and Guidance. **The knowledge test will be undertaken in person on a one-to-one basis.**

Please Note: All new applicants must undertake a knowledge test before a Licence can be issued. The pass mark for this test is 80%. The knowledge test can only be booked by Contacting the Department after the applicant has received a Valid DBS Certificate. Applicants previously licensed within the last 12 months will not be required to undertake the knowledge test. **If applicants fail the knowledge test twice, their application will be rejected.**

g) Proof of Right to Licence.

As from the December 2016 your right to work in the UK will be checked as part of your licensing application, this could include the licensing authority checking your immigration status with the Home Office. You must therefore either provide a “Share Code” from Gov.uk at <https://www.gov.uk/prove-right-to-work> or a document or document combination that is stipulated as being suitable for this check. The list of documents is attached as Annex A. You must bring the original document(s), such as a passport or biometric residence permit as indicated in Annex A, so that the check can take place.

As from the 1st August 2019 Carmarthenshire County Council began using the **National Register of Taxi Licence Refusals, Suspensions and Revocations (NR3)**. Further information is attached as Annex B

If any of the details on this form alter before the Carmarthenshire County Council has considered your application, you are required to submit written details within 48 hours of the changes. As a public body, we are under a duty to protect the public funds that we administer, and to this end may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Privacy Notice

The proper handling of personal information by Carmarthenshire County Council is very important to the delivery of our services and maintaining public confidence.

Personal data is any information that relates to a person who can be directly or indirectly identified from the information. The terms ‘information’ and ‘personal data’ are used throughout the privacy notice and have the same meaning.

To ensure that the Council treats personal information correctly, we seek to adhere in full to the requirements of Data Protection legislation. To view the Licensing Privacy Notice please visit: www.carmarthenshire.gov.wales/home/council-democracy/data-protection/privacy-notices/licensing/

For further information see the Council’s website or contact this department.

Tax Check (where applicable)

The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.

I confirm that I have read the [guidance](#) by HMRC on registering my tax check.

By providing my HMRC tax check code I am consenting to the Council confirming with HMRC that I have carried out a tax check.

I understand that I will not be granted a licence if I do not provide a tax check code.

**APPLICATION FOR GRANT
OF A HACKNEY CARRIAGE/
PRIVATE HIRE DUAL DRIVERS
LICENCE**

Received.....
DVLA Licence
DVLA Check Code.....
Med. Cert
Application Fee: £98 £180
DBS Fee: £49.50
Knowledge Test Fee £25
Total Amount Paid £
Receipt No
Disclosure Application.....

Town Police Clauses Act 1847
Local Government (Miscellaneous Provisions)
Act 1976

Please indicate below the Licence Duration you require

1 Year Licence £98.00 then on renewal each year £48.00

or

3 Year Licence £180.00 then on renewal every 3 years £131.00

(Please Note – the 3 year licence will be reviewed annually and applicants will be required to produce their Driving Licence and Check code each year. In addition if an applicant’s DBS or Medical expires during this period, they must submit a new DBS or Medical to the authority)

**NB: ALL QUESTIONS MUST BE ANSWERED IN
FULL PLEASE USE BLOCK CAPITALS**

Surname Mr/Mrs/Miss

Previous Surname

Forenames

Address

Postcode

Telephone Number Home..... Mobile.....

E-mail

Previous Address

Were you born in the U.K **YES/NO**
If No give details

Have you ever been a resident in a Country outside the U.K **YES/NO**
If YES give details

How long have you been a resident in the U.K.....

Do you have the Right to work in the U.K **YES/NO**

Trade/Occupation

Tax Checks - The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.

This section is only applicable if you are making an application on or after 4 April 2022, and if you are doing any of the following:

- renewing a licence; or
- applying for the same type of licence you previously held, that ceased being valid less than a year ago; or
- applying for the same type of licence you already hold with another licensing authority

Tax Check Code										
-----------------------	--	--	--	--	--	--	--	--	--	--

1. Age of Applicant Date of Birth

2. Details of current DVLA Licence held Date of Issue
Serial No Groups
DVLA Check Code.....

3 (a) Have you ever suffered an attack of Epilepsy, Vertigo or had any other serious illness likely to affect your driving? **YES/NO**
If YES give details

3 (b) Do you suffer from any physical infirmity likely to affect your Driving? **YES/NO**
If YES give details

4 Have you ever been convicted of
(a) Any motoring offence? **YES/NO** If YES give details below
Offence Date of Conviction Endorsements Penalty

.....
.....
.....

(b) Any criminal offence involving dishonesty, indecency or violence? **YES/NO**

(c) Any other offence (this includes prosecutions by a person or organisation other than the Police) **YES/NO**

If YES to (b) or (c) above, give details below

Offence	Date of Conviction	Endorsements	Penalty
---------	--------------------	--------------	---------

.....
.....

5 Are there any Court proceedings pending against you? **YES/NO**

If YES give details

6 (a) Are you employed or to be employed as a full time or part time Driver?
FULL TIME/PART TIME.

6 (b) If part time state number of hours per week you will be employed

6 (c) Give Name and Address of vehicle proprietor for whom you will use your licence

.....

7 Details of employment (Full time and part time) during the last two years

Employer Name	Employer Address	Period Employed From	To	Reason for Leaving
---------------	------------------	----------------------	----	--------------------

.....
.....
.....

8 Do you currently hold, or have you previously held a driver's licence issued by an Authority other than Carmarthenshire County Council? **YES/NO**

If YES give details

I have read the conditions and declare that I have checked the information given in this application and to the best of my knowledge it is correct.

I understand that if I knowingly make a false statement my application is liable to be refused and my licence is liable to be suspended or revoked.

NB If you knowingly or recklessly make a false statement or omit any material particular in giving information on this form you will be guilty of an offence under the provisions of Section 57 (3) of the Local Government (Miscellaneous Provisions) Act 1976, and you could be liable to a fine.

Please note that by signing this form an applicant expressly consents to the disclosure of all relevant information, including Immigration Status, details of any criminal convictions and cautions between the Police, Council, Home Office and the Licensing Committee of the Authority and that this may result in such matters being discussed in a meeting that is open to the press and public and recorded in the formal minutes of that meeting.

Signed Dated

Annex A: Lists of acceptable documents for manual right to work checks

Where a right to work check has been conducted using the online service, the information is provided in real-time directly from Home Office systems and there is no requirement to check any of the documents listed below.

List A – acceptable documents to establish a continuous statutory excuse

1. A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.
3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. 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.
6. 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.
7. 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.
8. 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.
9. A birth 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.
10. 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.

List B Group 1 – documents where a time-limited statutory excuse lasts until the expiry date of leave

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.
6. A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
7. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, 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.

List B Group 2 – documents where a time-limited statutory excuse lasts for six months

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
2. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
4. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

ANNEX B

National Register of Taxi Licence Refusals and Revocations (NR3)

A new National Register of Taxi Licence Refusals and Revocations (NR3) aims to prevent drivers who have had a hackney carriage or private hire vehicle (PHV) licence revoked, suspended or an application refused, from going to another authority to dishonestly secure a licence by failing to disclose their previous licensing history.

NR3 will enable licensing authorities to share details of individuals who have had a licence revoked, suspended or an application refused.

Carmarthenshire County Council began using NR3 from 1 August 2019 and from this point:

- all applications for new Hackney Carriage/PHV licences and for renewals will be checked on the NR3
- where an existing licence is revoked, suspended or an application for renewal or a new licence is refused, this will be recorded on NR3

Historic information on refusals and revocations of licences for up to 25 years will also be added to the register.

Relevant data entered onto NR3 relating to existing licence holders may be considered as part of future renewal processes.

The information recorded on NR3 will be limited to your:

- name
- date of birth
- address and contact details
- national insurance number
- driving licence number
- decision taken
- the date of the decision
- the date decision was effective

Information will be held on NR3 for 25 years. If an applicant's details are flagged on NR3 during a search this will be followed up separately between authorities.

Although licensing authorities will still be required to consider each application on its own merits, the introduction of NR3 will help ensure that they are able to do so on the basis of all relevant information.

Data protection

All data processing and sharing undertaken by Carmarthenshire County Council on the NR3 and with other authorities in regard to entries on the NR3 will be undertaken in accordance with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).

The legal basis for processing this information is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or PHV licence.

It is not intended that NR3 data will be transferred out of the UK.

If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to Carmarthenshire County Council's Data Protection Officer on (01267) 234567.

You also have the right to make a complaint to the [Information Commissioner's Office](#).

CARMARTHENSHIRE COUNTY COUNCIL

TOWN POLICE CLAUSES ACT 1847 **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**

CONDITIONS OF LICENCE FOR HACKNEY CARRIAGE AND PRIVATE **HIRE VEHICLE DUAL DRIVERS**

General

1. No licence will be issued to any person who in the opinion of the Council is not considered fit and proper to act as the driver of a private hire vehicle of hackney carriage.
2. A driver's licence will remain in force until the expiry of one year from the last day of the month preceding the month of issue. Applications for renewal received after the relevant date of expiry will be considered to be, and treated as, new applications.
3. No driver's licence will be issued until the appropriate fee is paid. Where payment is made by cheque, which is subsequently dishonoured, any licence issued will be null and void.
4. The driver shall only drive a vehicle licensed by the Council as a Hackney Carriage or Private Hire Vehicle.
5. Private Hire Drivers shall only take passengers who have pre-booked their journey via a licensed operator. They shall not ply for hire in the same way as Hackney Carriages and shall be liable to prosecution if they do so. Private Hire Drivers shall not display signs, etc. in or on the car, which suggests the car is for hire.
6. A proprietor or driver of a hackney carriage, when standing of plying for hire, shall not, by calling out or otherwise, importune any person to hire such carriage and shall not make use of the services of any other person for the purpose.
7. If the driver is permitted or employed to drive a hackney carriage or private hire vehicle of which the proprietor is someone other than himself/herself, he/she shall before commencing to drive that vehicle deposit this licence with that proprietor for retention by him/her until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his/her.

Drivers Badge

8. The driver shall, when driving, wear his/her Hackney Carriage or Private Hire Vehicle Drivers Badge in a clearly visible position at all times.
9. The driver shall upon the expiry (without immediate renewal), revocation or suspension of this licence, forthwith return to the Council the driver's badge issued to him/her by the Council when granting this licence.

Conduct of Driver

10. The driver shall: -

- Convey a reasonable quantity of luggage
- Afford reasonable assistance in loading and unloading
- Afford reasonable assistance in removing luggage to or from the entrance of any building, station or place at which he/she may take up or set down such a person.
- At all times be clean and responsible in his/her dress and person and behave in a civil and orderly manner
- Take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by him/her.
- Not without the express consent of the hirer smoke, drink or eat in the vehicle
- Not without the express consent of the hirer play any radio or sound reproducing instrument or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the vehicle.
- At no time cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle which he/she is driving to be a source of nuisance or annoyance to any person, whether inside or outside the vehicle.

11. Every driver of a licensed vehicle shall not cause or suffer or permit to be conveyed in that vehicle a greater number of persons exclusive of the driver than the number of persons specified in the licence issued in respect of that vehicle.

12. The driver shall not allow to be conveyed in the front of a licensed vehicle:

- Any child below the age of ten years; or
- More than one person above that age.

13. The driver shall not without the consent of the hirer of a vehicle convey or permit to be conveyed any other person of that vehicle.

Change of Address

14. The driver shall notify the Council in writing of any change of his/her address during the period of the licence within seven days of such change taking place.

Notification of Convictions

15. The driver shall (within seven days of conviction) notify the Council, in writing of all and any convictions imposed upon him/her (including Road Traffic Acts and Regulations, dishonesty, indecency or violence)

Lost Property

16. The driver shall immediately after the termination of any hiring or as soon as practicable thereafter, carefully search the vehicle for any property which may have been accidentally left there.

17. If any property is accidentally left by any person who may have been conveyed therein is found by or handed to the driver, he/she shall carry it as soon as possible and in any event within 48 hours (if not claimed sooner by or on behalf of its owner) to a police station in the district and leave it in the custody of the officer in charge upon his/her giving a receipt for it.
18. The driver shall be entitled to receive from any person to whom the property shall be re-delivered an amount equal to Five Pence in the pound of its estimated value or the fare for the distance from the place of finding to that police station whichever be the greater, but not more than Five Pounds.

Written Receipts

19. The driver shall, if requested by the hirer, provide him/her with a written receipt for the fare paid.

Carriage of Animals

20. The driver shall not convey in a licensed vehicle any animal belonging to or in the custody of himself/herself or the proprietor or operator of the vehicle, and any animal belonging to or in the custody of any passenger which in the driver's discretion may be conveyed in the vehicle shall only be conveyed in the rear of the vehicle.

Prompt Attendance

21. The driver of a vehicle shall, if he/she is aware that the vehicle has been hired to be in attendance at an appointed time and place or he/she has otherwise been instructed by the operator or proprietor of the vehicle to be in attendance at an appointed time and place, punctually attend at that appointed time and place, unless delayed or prevented by sufficient cause.

Fares

22. If a private hire vehicle being driven by the driver is fitted with a taxi meter, the driver shall not cause the fare recorded thereon to be cancelled or concealed until the hirer has had a reasonable opportunity of examining it and has paid the fare (unless credit is to be given)
23. The driver shall not demand from any hirer a fare in excess of any previously agreed for that hiring between the hirer and the operator or, if the vehicle is fitted with a taxi meter and there has been no previous agreement as to the fare, the fare shown on the face of the taxi meter.

Offences

24. Any person who commits an offence against any of the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976, in respect of which no penalty is expressly provided, shall be liable on summary conviction to a fine not exceeding level 3.

Drivers Age/DVLA Licence

25. The driver shall be at least twenty-one years of age and must not be older than seventy years. The driver must also have held a full driving licence, issued under the Road Traffic Act 1972 authorising him/her to drive a motor car, for at least two years prior to the date of the application.
26. A drivers' licence may be issued to a part-time driver, but the Council reserves the right to refuse the issue of the licence where the applicant is already employed as a driver in some other activity e.g. Omnibus or transport driver.

Medical Examinations

27. Every applicant for a new driver's licence must produce to the Council's authorised Officer evidence of his/her having undergone a medical examination within four weeks before the date of application in the form of a certificate signed by his/her General Practitioner stating his/her fitness to drive a hackney carriage/private hire vehicle.
28. A Medical Certificate produced on application for a driver's licence shall on the grant of that licence remain valid for a period of three years for driver's aged between twenty-one and fifty-nine years, and for a period of one year for drivers aged sixty years and over.
29. If there is a break in the licence, upon re-application the medical certificate shall remain valid unless individual circumstances dictate that a second medical certificate is necessary.
30. The Council may deem it necessary on renewal of the licence for the applicant to undergo another medical examination.

What Documents Must I produce for a DBS Check?

You should follow the route as outlined below.

Route One

All applicants must be considered for Route one.

Route 1

The applicant must be able to show:

- one document from Group 1, below
- two further documents from either Group 1, or Group 2a, or 2b, below

The combination of documents presented must confirm the applicant's name and date of birth.

Group 1: Primary identity documents

Document	Notes
----------	-------

Passport	
-----------------	--

	Any current and valid passport. A UK passport can be expired up to a maximum of 6 months.
--	---

e-Visa	
---------------	--

	Accessed via the 'View and Prove' service. The share code requested by the applicant should be an 'immigration status' share code. If you do not have a UKVI account to access your eVisa you can create one online (Get access to your online immigration status (eVisa) - GOV.UK)
--	---

Biometric residence permit (BRP)	
---	--

	UK. A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP. BRP holders should be encouraged to create an account and access their eVisa
--	--

Application Registration Card (ARC)	
--	--

	Issued by the Home Office. Must be checked against the Home Office Employer Checking Service.
--	---

Current driving licence photocard - (full or provisional)	
--	--

	Current and valid photocard driving licence issued by UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
--	---

Birth certificate - issued within 12 months of birth	
---	--

	UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces. Must be original birth certificate. Certified copies are a group 2a document.
--	--

Adoption certificate	UK and Channel Islands
-----------------------------	------------------------

Group 2a: Trusted government documents

Current driving licence photocard - (full or provisional)

Current and valid. All countries outside the UK (excluding Isle of Man and Channel Islands)

Current driving licence (full or provisional) - paper version (if issued before March 2000)

Current and valid. UK, Isle of Man, and Channel Islands. For a paper licence to be valid it must be issued before March 2000 and all information, including name and address, must be up to date

Birth certificate - issued more than 12 months after time of birth

UK, Isle of Man, and Channel Islands.

Marriage/civil partnership certificate

UK and Channel Islands

Immigration document, visa, or work permit

Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based

HM Forces ID card or HM Armed Forces Veteran card

UK

Firearms licence

UK, Isle of Man, and Channel Islands

Group 2b: Financial and social history documents

Documents	Notes	Issue date and validity
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands. A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you.	Issued in last 3 months

Documents	Notes	Issue date and validity
Bank or building society statement	Countries outside the UK	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands. Original only. Cannot be online document or printed from online account/PDF	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future UK employment provider	Valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill. Cannot be printed from an online account	Issued in last 3 months
Benefit statement, for example Child Benefit, State Pension	UK	Issued in last 12 months
Central or local	UK and Channel Islands – a letter	Issued in last 12

Documents	Notes	Issue date and validity
government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, Local Authority	confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc	months
HMRC self-assessment letters or tax demand letter	UK	Issued in last 12 months
European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)	UK.	Must still be valid
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man, and Channel Islands. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details.	Must still be valid
Letter from head teacher, college principal, apprenticeship provider	UK - for 16 to 19 year olds in full time education or on an apprenticeship - only used in exceptional circumstances if other documents cannot be provided	Issued in the last month