

# New Starters: Documents needed for Registration and DBS Clearance.

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## Please bring to the school:

1. **At least One** document from Group 1 (Those in **bold** are the most easy to process)
2. **Two** further documents (only one if you have chosen two from group 1) from either Group 1, or Group 2a or 2b (Those in **bold** are the most easy to process)
3. **Proof of NI (NI card, payslip, P45 / P60 Statement (UK - 12 Months)**
4. **Proof of Right to Work in UK** (for a UK National this would be your **Passport**)

*We will photocopy your documents and return the original copies to you.*

## Group 1 documents

- Adoption certificate (UK)
- Biometric Residence Permit (UK)
- **Birth Certificate - issued within 12 months of birth (UK)**
- **Current Valid Passport**
- **UK/EU Driving Licence (Photo)**

## Group 2a documents

- **Birth Certificate (UK)**
- Firearms licence (UK)
- HM Forces ID card (UK)
- **Immigration document, visa or work permit (Non-EEA)**
- Marriage/Civil Partnership Certificate (UK)
- **Paper Driving Licence (UK, Isle of Man, Channel Islands and EU (full))**
- **Photo Driving Licence (Non-EEA)**

## Group 2b documents

- **Mortgage statement (UK or EEA - 12 Months)**
- **Bank / Building Society Statement (UK or EEA - 3 Months)**
- **Bank / Building Society Account Opening Confirmation Letter (UK)**
- Credit Card Statement (UK/EEA - 3 Months)
- **P45 / P60 Statement (UK - 12 Months)**
- **Council Tax Statement (UK - 12 Months)**
- Sponsorship Letter From Future Employer (Non-UK Residents Only)
- **Utility Bill (UK - 3 Months - Not Mobile Phone)**
- Benefit Statement - e.g. Child Allowance, Pension (UK - Months)
- Central / Local / Government Agency (UK - 3 Months - Entitlement Documents)
- EEA National ID card
- Letter from Head Teacher or Principal (UK - 16 or 17 in Full Time Education)
- Bank / Building Society Statement (Non-EEA - 3 Months)
- Financial statement - e.g. pension or endowment (UK - 12 Months)
- Cards carrying the PASS accreditation logo (UK)
- Irish passport card (cannot be used with an Irish passport)
- 2<sup>nd</sup> bank/Building Society Statement – must be different provider (UK or EEA – 3 months)
- 2<sup>ND</sup> Utility Bill – must be different provider (UK – 3 months – not mobile phone)