

Group A and Group B Documents – Information to Learners and Trainers.

You will need to provide us each of the following:

- **1 document from group A**
- **2 documents from group B**

Each document should be the original, physical document. We will not accept a scan or photocopy – unless we have told you that we will accept a notarised copy¹.

If any of your documents are not in English, you must give us both:

- the original document
- an English-language translation from an approved translator

You need to arrange the translation of your document into English and pay any costs.

We only accept translations from the following:

- embassies, high commissions or consulates
- translators who are accredited by the Institute of Translation and Interpreting (ITI) and hold qualified or corporate membership
- translators who are fellows (FCIL) or members (MCIL) of the Chartered Institute of Linguists (CIOL)
- translation companies that are accredited by the Association of Translation Companies (ATC) and hold full or overseas membership

Group A documents

You need to provide 1 document from group A.

We accept:

- a passport that is signed, current, and valid
- a driving licence photocard issued by the Driver and Vehicle Licensing Agency (DVLA) in the UK
- a driving licence photocard and its paper counterpart issued by the Driver and Vehicle Agency (DVA) in Northern Ireland
- a UK original birth certificate issued within 12 months of birth
- a UK biometric residence permit card

¹ Notarised Copy

A notary is a type of lawyer who has the authority to say that certain documents are real and authentic. If you send us a notarised copy of your passport, you must include a signed and dated letter from the notary.

We will not accept a notarised copy of your passport if the reason you want to send it is because you need your actual passport for travel.

Group B documents

You need to provide 2 documents from group B. Each of these documents must show your current address.

Unless we say otherwise, we will not accept 2 of the same type of document. For example, we will not accept 2 council tax statements. we will only accept 1 council tax statement and 1 document of a different type.

We will accept:

- a bank or building society statement from the last 3 months (we will accept 2 statements, but only if they are from different banks or building societies)
- a utility bill from the last 3 months (we will accept gas, electric, telephone landline, water, satellite TV or cable TV bills but not mobile phone bills)
- a credit card statement from the last 3 months (we will accept 2 statements, but only if they are from different credit-card providers)
- a council tax statement from the last 12 months
- a mortgage statement from the last 12 months
- a letter from the last 3 months from any of the following:
 - HM Revenue and Customs
 - the Department of Work and Pensions
 - a Jobcentre Plus – or any other employment service
 - a local authority
 - a P45 or P60 tax statement from the last 12 months
 - a paper version of a current UK driving licence (not the paper counterpart to a photocard)
 - a driving licence photocard issued by the DVA in Northern Ireland (not the paper counterpart)
 - a pension, endowment or ISA statement from the last 12 months
 - a valid UK firearms licence with photo