

# ID Checklist



To make a Subject Access Request for yourself, you may be asked to provide forms of ID documentation, one being proof of identity and one to confirm your address, before any information will be released.

All forms of acceptable documentation are listed in the tables below. Please note, ONE document from each of the tables below should be provided (please send copies not originals). **Please tick against the document you provided.**

<b>PROOF OF IDENTIFY</b>	
<b>Acceptable photo personal identify documents</b>	
	Current UK passport or EU/other nationalities passports
	Passports of non-EU nationals containing UK stamps, a visa or a UK residence permit showing the immigration status of the holder in the UK
	Current UK (or EU/other nationalities) Photo-card driving licence
<b>Acceptable non-photo personal identify documents</b>	
	Full UK birth certificate
	Current full driving license (old version)
	Residence permit issued by Home Office to EU nationals on inspection of own-country passport
	Marriage/Civil Partnership certificate
	Adoption certificate
	HM Forces ID card
<b>Confirmation of address</b>	
	Recent utility bill (issued in last 3 months)
	Current UK photo-card driving license (if not already presented as a personal ID document)
	Current full UK driving licence (old version) (if not already presented as a personal ID document)
	Bank, building society or credit union statement or passbook containing current address
	Confirmation from an electoral register search that a personal of that name lives at the claimed address