**Documents Required for Royal Mail Seasonal Mail Sorters**

You will be required to produce at least one primary ID document and one, or two secondary ID documents, The combination of documents must show **Full Name**, **Date of Birth** and **Current Address**.

**UK and Non -UK Route 1 Primary Documents**

* Current Passport
* Current UK Photo Driving Licence
* Full Birth Certificate
* Biometric Residence Permit with share code
* Adoption Certificate

**UK and Non -UK Route 2 Primary Documents**

* Current Photo Driving Licence (Outside of UK)
* Current Paper Licence (UK, IoM &Channel Islands)
* Birth Certificate (issued outside 12 months of birth UK, IoM &Channel Islands)
* Marriage/Civil Partnership Certificate (UK, IoM &Channel Islands)
* Immigration Document, Visa or Work Permit (Outside UK)
* HM Forces Licence (UK)
* Firearms Licence (UK, IoM &Channel Islands)

**Non -UK Route 1A Primary Documents**

* Current Republic of Ireland Passport or Card
* Current Home Office document to family member of EEA or Swiss Citizen for indefinite stay in UK – with share code
* Current Home Office document to family member of EEA or Swiss Citizen for time Limited stay in UK – with share code
* Biometric Resident Permit for indefinite stay – with share code
* Online evidence of immigration status (To obtain share code use: <https://www.gov.uk/prove-right-to-work>)
* Document issued by Bailiwick of Jersey, Guernsey or Isle of Man
* Current Immigration Status Document
* Current Passport showing the holder is allowed to stay in UK
* Biometric Resident Permit for time limited stay in UK with share code
* Current Positive Verification issued by Home Office
* CurrentImmigration 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, together with proof of national insurance number giving the person’s permanent National Insurance Number and their names

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| **Secondary Documents** | | |
| Bank or building society statement/confirmation of opening account letter **Internet bank statements are not acceptable.** | | Issued in last 3 months |
| Mortgage statement | | Issued in last 12 months |
| Credit card statement | | Issued in last 3 months |
| Other financial statement e.g. Pension/Endowment | | Issued in last 12 months |
| P45 or P60 | | Issued in last 12 months |
| Council Tax statement | | Issued in last 12 months |
| Benefit statement e.g. child benefit, pension | Issued in last 3 months | |
| Government entitlement document e.g. DWP Employment Services HMRC. | Issued in last 3 months | |
| EEA National ID Card | Valid - in date | |
| Cards carrying the PASS accreditation logo | Valid - in date | |

**Right to Work Documents**

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| Current Valid Passport | Passport UK |
| Birth Certificate - issued within 12 months of birth | Birth/Adoption certificate |
| Adoption Certificate (UK and Channel Islands Issued) | Birth/Adoption certificate |
| Birth Certificate - Issued after time of birth | Registration/Naturalisation certificate |
| A certificate of Registration or Naturalisation as a British Citizen | Registration/Naturalisation certificate |
| Current Biometric Residence Permit (UK Issued) | HO issued Biometric doc – with share code |
| A current endorsed Passport | Passport + ROA + Type of Work (Any) |
| A current Biometric Immigration Document (Biometric Residence Permit) | HO issued Biometric doc – with share code |
| A current Immigration Status Document | HO issued Immigration Status Doc. |
| An official letter issued by the Home Office (HM Courts & Tribunal Letter) | Positive verification notice |
| Home Office Application Confirmation | Positive verification notice |
| Indefinite Leave to Remain in Expired Passport | Positive verification notice |
| NHS Visa Application Confirmation | Positive verification notice |
| Student Visa Holder (BRP) | HO issued Biometric doc with share code |
| A current Passport showing that the holder is a national of the Republic of Ireland | Passport or National ID card (EEA & Swiss) |
| A current Passport Card showing that the holder is a national of the Republic of Ireland | Passport or National ID card (EEA & Swiss) |
| A current document issued by the Home Office to a family member of an EEA or Swiss citizen (UK Issued) | Passport or National ID card (EEA & Swiss) with share code |
| Online evidence of immigration status | Passport or National ID card (EEA & Swiss) |
| Home office letter showing application to leave or remain. | Positive verification notice |
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