

DIVA CARE LTD

List of documents that can be used to confirm identity

Only documents in the table below can be used to confirm identity

Group 1

Valid passport (any nationality)

UK Driving Licence (either photocard or paper)

Original UK Birth Certificate (issued within 12 months of date of birth) (full or short form acceptable)

Valid photo identity card (EU countries only)

Group 2

Marriage certificate

Non-original UK birth certificate (issued after 12 months of date of birth) (full or short form acceptable)

P45/P60 statement**

Bank or building society statement*

Utility bill (electricity, gas, water, telephone (inc mobile phone contract / bill))*

Valid TV Licence

Credit card statement*

Store card statement*

Mortgage statement**

Valid insurance certificate

Correspondence or a document from: the Benefits Agency; the Employment Service; the Inland Revenue; or a Local Authority*

Financial statement (e.g. pension, endowment, ISA)**

Valid vehicle registration document

Mail order catalogue statement*

Court summons**

Valid NHS Card

Addressed payslip*

National Insurance number card

Exam certificate (e.g. GCSE, NVQ)

Child benefit book**

Connexions card

Certificate of British nationality

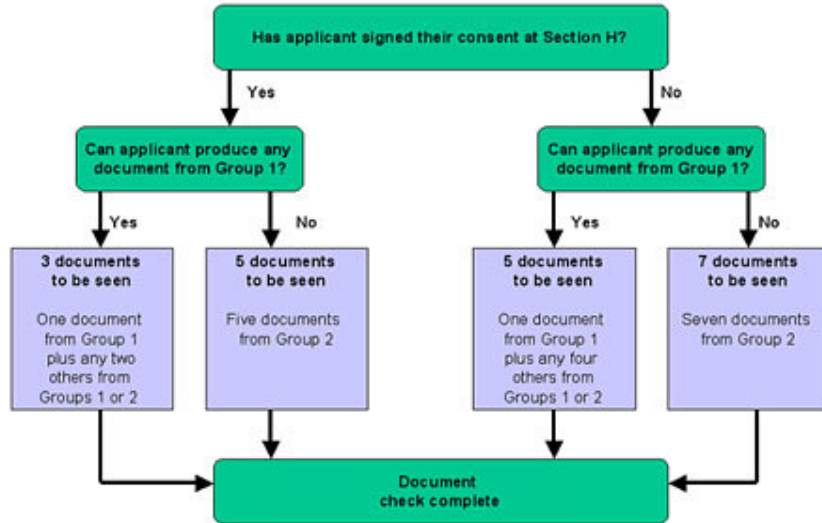
Work permit / visa**

**documentation should be less than three months old*

*** issued within past 12 months*

The documents that must be seen depending on whether consent has been given

The number and type of documents that must be seen is determined by whether the applicant has signed their consent at Section H and whether they can produce any document from Group 1. The rules are illustrated in the following diagram:



Please note: All documents must be in the applicant's current name. At least one document must show the applicant's current address and at least one document must show the applicant's date of birth. Please ensure the details in the documentation match those given on the application form.

Further guidance on recording details of the documents seen

Passport:

Please ensure that the passport number is provided. The photograph should be compared for likeness with the applicant.

Driving license:

Please ensure that the driver number is provided. If a photo card is used, the photograph should be compared for likeness with the applicant.

Birth certificate:

Please ensure that date of birth and issue date are provided.

Evidence seen and checked by:

The name of the person (Authorised Signatory) who has seen and checked the evidence provided in Section X must be given at the bottom of Section X, in the line marked "Evidence seen and checked by". Otherwise, the form will be returned to the Authorised Signatory, and the fee for the form will be lost. This will only apply to and Establishment not single applications.