



Identification Documents

When you apply to join an IMB, you may be invited to come for a familiarisation visit before the day of your interview. In other cases, you may be invited to come just for your interview.

In both cases, you will need to bring specific ID documents with you, so that you can be allowed inside the establishment. It will also help us prepare for your full security clearance, if you are successful at interview.

What ID you need to bring with you

The type of ID you need to bring depends on your immigration and nationality status. Please read this section carefully to find out what applies to you. An explanation of the different “Groups” of documents is overleaf.

All applicants must initially be considered for route one.

Route one: You must provide one document from Group 1 and two further documents from Groups 1, 2a or 2b, one of which must display your current address.

If you are an EEA (European Economic Area) national who has been resident in the UK for five years or less, your identity should be validated via Route one. In the absence of a Group 1 document, you must provide a valid reason for using Route two.

If you are a non-EEA National, your identity should be validated via Route one only.

If you cannot produce a group 1 document then go to route two.

Route two: Where following Route one is not possible, you must produce 3 documents from Group 2 comprising of one document from Group 2a and two further documents from Groups 2a or 2b, one of which must verify your current address.

Route three: If both of these routes cannot be completed, you must produce a Birth certificate from the UK or the Channel Islands issued after the time of your birth by the General Register Office/relevant authority and four further documents from Group 2 comprising of one document from Group 2a and three further documents from Group 2a or 2b one of which must verify your current address.

Please note that documents denoted with * should be less than three months old and those denoted with ** should have been issued within the past 12 months. All documents produced must be originals.

Group 1:

- A current valid passport
- A UK biometric residence permit
- A current driving licence photocard (full or provisional) from the UK, Isle of Man, Channel Islands and EU
- A birth certificate from the UK or the Channel Islands issued at the time of birth; full or short form certificates are acceptable, including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

Group 2a:

- A current driving licence photocard (full or provisional) from the UK, Isle of Man, Channel Islands and EU
- A current driving licence (full or provisional) - paper version (if issued before 1998) from the UK, Isle of Man, Channel Islands and EU
- A birth certificate from the UK or the Channel Islands issued after the time of birth by the General Register Office/relevant authority
- A marriage/civil partnership certificate from the UK or the Channel Islands
- An adoption certificate from the UK or the Channel Islands
- An ID card from Her Majesty's Forces
- A firearms licence from the UK or the Channel Islands

Group 2b:

- A mortgage statement from the UK or the EEA**
- A bank or building society statement from the UK, the Channel Islands or the EEA*
- A bank or building society account opening confirmation letter from the UK
- A credit card statement from the UK or the EEA*
- A financial statement from the UK, e.g., a pension, endowment or ISA statement **
- A P45/P60 statement from the UK or the Channel Islands**
- A council tax statement from the UK or the Channel Islands **
- A valid UK work permit or visa or a UK Residence Permit
- A UK utility bill (mobile telephone bills are not acceptable)*
- A benefit statement, e.g., a child allowance or pension statement*
- A document from the UK or Channel Islands Central/Local Government or a Government Agency or Local Authority giving entitlement. Such a document may be from the Department for Work and Pensions, the Employment Service, Her Majesty's Revenue & Customs, a Job Centre or Job Centre Plus, the Social Security*
- An EU National ID Card
- Cards carrying the PASS accreditation logo from the UK or the Channel Islands
- A letter from a UK Head Teacher or College Principal for 18 to 19 year olds in full time education. This is only to be used in exceptional circumstances when all other routes have been exhausted
- A mortgage statement from the UK or the EEA**

Records of Good Conduct

If you have lived out of the UK for more than six months in the past three years, you need to obtain a Certificate of Good Conduct from the relevant authorities in the country(ies) where you have resided. This is a requirement of the Cabinet Office and is needed to ascertain whether you have been convicted of or cautioned for any offence whilst abroad. It is your responsibility to obtain this document and pay any fees that may be necessary. We will only ask you for this if you are recommended for appointment, following your interview.