
















KEY	
	- accepted
	- other ID required
	- not accepted

BCFC Accepted ID – quick checklist (as at 1 January 2014)

Type of ID	Status	To copy	Next steps (if applicable)
Passports			
UK Passport (inc if expired)		- front and back pages - photo page	Accepted on own
EU* Passport (<i>countries are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Rep of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland</i>)		- front and back pages - photo page	Accepted on own
Non EU Passport (any country that is not listed above)		- front and back pages - photo page - visa page	See HR first – depends on visa status and if any working restrictions apply
National ID cards			
National ID card for an EU country (for list of countries see above)		- front and back of card	Accepted on own
National ID card for a non-EU country (any country that is not listed above)		N/A	Must see passport – then see HR for update on visa status and any working restrictions
Birth certificates			
UK birth certificate (with parents names on)		- copy certificate	Need 1 additional form of ID from this list
UK birth certificate (short version with no parents names on)		N/A	Not accepted, cannot be offered work until other ID is provided
Non UK birth certificate		N/A	Not accepted, need passport or if from an EU country a national ID card. Cannot be offered work until other ID is provided
Other			
UK National Insurance card		- copy front of card	Need 1 additional form of ID from this list
UK P60/P45 (inc BCFC P60/P45)		- copy P60 or P45	Need 1 additional form of ID from this list
Driving licence (photo or paper)		N/A	Not accepted, cannot be offered work until other ID is provided
SIA badge (Security Industry Authority)		N/A	Not accepted, cannot be offered work until other ID is provided
Any other form of ID not listed above		N/A	Not accepted, cannot be offered work until other ID is provided

NOTES: if an individual has changed their name they must provide an original official document (ie: deed poll, adoption or marriage certificate) which also needs to be photocopied.

EU* also includes EEA (European Economic Area) countries + Switzerland that have the same rights as EU nationals to work in the UK.