

List A – Acceptable documents establishing a continuous statutory excuse

Group 1 – Acceptable single documents		Group 2 – Acceptable document combinations. Any <u>two</u> of the following:	
1.	A Passport (current or expired) showing that the holder is a British citizen or a citizen of the UK and the Colonies having the right of abode in the UK	a)	A full birth or adoption certificate issued in the UK, the Channel Islands, the Isle of Man or Ireland, which includes the name(s) of at least one of the holder’s parents or adoptive parents
2.	A passport or national identity card (current or expired) showing that the holder is a national of the European Economic Area or Switzerland.	b)	A letter issued within the last 3 months confirming the holder’s name, issued by a UK government department or local authority and signed by a named official (giving their name and professional address), or signed by a British passport holder (giving their name, address and passport number), or issued by a person who employs the holder (giving their name and company address) confirming the holder’s status as an employee
3.	A registration certificate or document (current or expired) certifying or indicating permanent residence issued by the Home Office, to a national of a European Union, European Economic Area country or Switzerland.	c)	A letter from a UK police force confirming the holder is a victim of crime and personal documents have been stolen, stating the crime reference number, issued within the last 3 months
4.	A permanent residence card, indefinite leave to remain, indefinite leave to enter or no time limit card issued by the Home Office (current or expired), to a non-EEA national who is a family member of an EEA or Swiss national.	d)	Evidence (identity card, document of confirmation issued by one of HM forces, confirmation letter issued by the Secretary of State) of the holder’s previous or current service in any of HM’s UK armed forces
5.	A biometric immigration document issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. The document must be valid (not expired) at the time the right to rent check is made.	e)	A letter from HM Prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming the holder’s name, date of birth, and that they have been released from custody of that service in the past 3 months; or a letter from an officer of the National Offender Management Service in England and Wales, an officer of a local authority in Scotland or an officer of the Probation Board for Northern Ireland confirming that the holder is the subject of an order requiring supervision by that officer
6.	A passport or other travel document (current or expired) endorsed to show that the holder is exempt from the immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.	f)	Letter from a UK further or higher education institution confirming the holder’s acceptance on a course of studies
7.	A current immigration status document containing a photograph issued by the home office to the holder with an endorsement indicating that the named person is permitted to stay indefinitely in the UK or has no time limit on their stay in the UK. The document must be valid (not expired) at the time the right to rent check is made.	g)	A current full or provisional UK driving licence (both the photocard and paper counterpart must be shown)
		h)	A current UK firearm or shotgun certificate
		i)	Disclosure and Barring Service certificate issued within the last 3 months
8.	A certificate of registration or naturalisation as a British citizen.	j)	Benefits paperwork issued by HMRC, Local Authority or a Job Centre Plus, on behalf of the Department for Work and Pensions or the Northern Ireland Department for Social Development, within the 3 months prior to commencement of tenancy

List B – Documents where a time-limited statutory excuse is established

1.	A valid passport or other travel document endorsed to show that the holder is allowed to stay in the UK for a time-limited period *If using a passport, this document must be endorsed to show that the applicant is permitted to stay in the UK for a time- limited period*
2.	A current biometric immigration document issued by the Home Office to the holder, which indicates that the named person is permitted to stay in the UK for a time limited period.
3.	A current residence card (including an accession residence card or a derivative residence card) issued by the Home Office to a non – EEA national who is wither a family member of an EEA or Swiss national or has a derivative right of residence.
4.	A current immigration status document issued by the Home Office to the holder with a valid endorsement indication that the named person may stay in the UK for a time-limited period.
5.	In the case that the person has an on-going application with the Home Office, or their documents are with the Home Office, or they claim to have a discretionary right to rent, an email from the Landlords Checking Service providing a ‘ YES’ response to a right to rent request. This will only be sent to the landlord by the Landlords Checking Service.

