



## ADDEND CARE SERVICES

Please note that you have to provide original documents listed in Group 1 and Group 2 below, where our staff will take copies and give the original back to you.

- If you provide **ONE** document from Group 1 list, then you need to provide **TWO** more from Group 2 list.
- If you provide **TWO** from Group 1 list, you need to provide **ONE** more from Group 2 list.

For those who do not have any from Group 1 list, they need to provide any **5 documents** from Group 2 list. Utility Bills will require **NOT** being more than 3 months old.

### GROUP 1

Valid passport
UK Driving License
Original UK Birth Certificate
Valid Identity Card (EU Countries)

### GROUP 2

Marriage Certificate
Non Uk Birth Certificate
P45/ P60
Bank Statement
Any Utility Bill
Valid TV License
Credit Statement
Store Care Statement



<b>Valid Insurance Certificate</b>
<b>Correspondence/ Document from Benefit Agency, Local Authority, Inland Revenue</b>
<b>Financial Statement eg. Pension, Endowment</b>
<b>Valid Vehicle Registration Document</b>
<b>Mail Order Catalog Statement</b>
<b>Court Summons</b>
<b>Valid NHS Card</b>
<b>Addressed Payslip</b>
<b>National Insurance</b>
<b>Exam Certificate</b>
<b>Child Benefit Book</b>
<b>Connexions Card</b>
<b>Certificate Of British Nationality</b>
<b>Work Permit</b>

#### **PLEASE NOTE**

**You will also have to pay a fee of £52.98 for DBS . Once the application form is sent to the CRB department, it normally takes between 1-2 weeks to process and the certificate will be sent directly to you.**