















## **YOUR PROOF OF IDENTITY**

**Original documents cannot be returned, so please send clear COLOUR COPIES (photocopies or photographs) of ONE of the following:**

- passport (just the page with your personal information, i.e. name and date of birth)
- driving licence
- birth certificate (this is NOT accepted if your name has changed)
- marriage, civil partnership, divorce or dissolution certificate
- deed poll (showing a legal change of name)
- Certificate of Naturalisation
- HM Forces ID card
- European identity card
- asylum registration card or letter

## **YOUR PROOF OF ADDRESS**

**Original documents cannot be returned, so please send clear COLOUR COPIES (photocopies or photographs) of ONE of the following.** The document should be dated within the last 12 months (or 3 months if marked with a ★). **Hospital and GP correspondence, and bank & credit card statements/letters are NOT accepted:**

- Council Tax bill or statement
- tenancy agreement or rent book / statement / letter
- home / contents insurance document
- residential utility bill / letter (excluding mobile phone bill) e.g. gas, electricity, phone, water ★
- HM Revenue and Customs letter ★
- letter of entitlement to benefits or pension ★
- domiciliary care bill ★

## **YOUR PHOTO**

You must attach a passport-sized colour photo clearly showing your face. The photo should be taken within the last 12 months, and your face should be uncovered. This picture will be used to identify you on your Taxicard.

