

Checking a candidate's identity is the most fundamental of all the pre-employment requirements, as it forms the basis of all other checks at Europeanbiz Healthcare. Identity checks minimize the risk of employing or engaging a person in any activity who is:

- an illegal worker;
- an individual impersonating another;
- avoiding the detection of a criminal offence
- an individual who has used illegal means to obtain genuine documents to gain employment.

To verify the identity Europeanbiz Healthcare is requesting original identity document; checking their authenticity; conducting a face to face meeting and validating personal details against external reliable sources.

Photographic Personal Identity Documents:

All Photographic personal identity documents must be compared with the candidate at the time of the Interview or Face to Face meeting. Dates and personal information should be cross-referenced with other forms of documentary evidence that candidate has presented during the registration process. Example of photographic personal identity documents include:

- Full, signed UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passport
- UK Biometric Residence Permit (BRP) card;
- UK/EU full or provisional photocard driving licence (if issued in the UK by the DVLA - paper counterpart is not required. Licence issued in Northern Ireland by the DVA must be presented with the counterpart). Other nationalities photocard driving licence would be valid only for 12 months from the date candidate entered the UK.
- HM Armed Forces Identity card (UK)
- Identity card carrying the PASS (Proof of Age Standard Scheme) accreditation log (issued in the UK, Channel Islands and Isle of Man only)

Non-photographic Personal Identity Documents:

If Candidate is genuinely unable to provide any form of photographic personal identity, Europeanbiz Healthcare will then ask for a passport sized photograph of themselves, in addition to providing documentary evidence as proof of address.

The photograph must be countersigned by a person of some standing in the community who has known the candidate personally for at least two years. The person countersigning the photograph must provide a statement outlining how they know the applicant and must also provide their full name, signature and contact details. Europeanbiz Healthcare must cross-reference the signature provided at the back of the photograph with the one provided in the statement. Examples of non-photographic proof of personal identification documents include:

- Full birth certificate (UK and Channel Islands) issued after the date of birth by the General Register Office or other relevant authority;
- Full birth certificate issued by UK authorities overseas, such as embassies, high commissions and HM Forces;
- UK full old-style paper driving licence. Old-style provisional driving licence is not acceptable;
- Most recent HM Revenue and Customs (HMRC) tax notification, such as an assessment, statement of account, P45, P60 or noticed of coding (UK and Channel Islands) **
- Work permit /residency permit (UK) valid up to the expiry date;
- Adoption Certificate (UK and Channel Islands)
- Marriage or civil partnership certificate (UK and Channel Islands)
- Divorce, dissolution or annulment papers (UK and Channel Islands)
- Gender recognition certificate
- Deed Poll certificate
- Firearms certificate /licence (UK < Channel Island and Isle of Man)
- Police registration document
- Certificate of employment in the HM Forces (UK)**
- Evidence of entitlement to Department for Work and Pensions benefits, such as child allowance, pensions etc (UK)*

*** All documents must be dated within the last six months, unless there is a good reason for it not to be**

**** All documents must be dated within the last 12 months**

If not denoted, documents could be more than 12 months old.

Europeanbiz Healthcare must make a copy of each of the documents presented during the Face to Face meeting, dated, signed and verified as Original Seen, before adding them to the Candidate's file.

To validate the documents, Europeanbiz Healthcare must satisfy that the photograph is consistent with the appearance of the individual; and the date of birth is consistent with the individual's identity documents and the appearance of the candidate.