

# Evidence List

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**If you can't provide any of the evidence needed for your claim, you must book an appointment with an adviser to discuss this. You may be asked to provide other types of evidence instead.**

## *Providing evidence of your identity and/or your partner's identity (name, date of birth and gender)*

### What Universal Credit accepts as evidence

You must provide 3 items from lists below. If you have a partner they must do the same.  
One item from list 1 AND two items from list 2 (or one item from list 2 and one item from list 3).

List 1	List 2	List 3
<ul style="list-style-type: none"> <li>• EU Passport with photo ID</li> <li>• Non EU Passport with photo ID</li> <li>• Identity Card for EU</li> <li>• Residence Permit</li> <li>• Permanent Residence Card</li> <li>• Biometric Immigration documents</li> <li>• Immigration Status Document</li> <li>• UK Driving Licence with photo ID</li> </ul>	<ul style="list-style-type: none"> <li>• UK Birth Certificate</li> <li>• Home Office Travel Document</li> <li>• Adoption Certificate</li> <li>• Asylum Seeker Application Registration Card</li> <li>• Naturalisation or Registration Certificate</li> <li>• Marriage or Civil Partnership Certificate</li> <li>• UK Driving Non Photo</li> <li>• EU Driving Licence</li> <li>• Foreign Driving Licence</li> <li>• ID Card non EU</li> <li>• Home Office Certificate of Identity</li> </ul>	<ul style="list-style-type: none"> <li>• Digital Tachograph card</li> <li>• Armed Forces UK ID card</li> <li>• Expired Passport</li> <li>• Non UK Birth Certificate - EU and non EU</li> <li>• Birth Certificate from Channel Islands, Isle of Man or Republic of Ireland</li> <li>• Police registration of Firearms/Shotgun Certificate</li> <li>• Government issued employee ID card</li> <li>• Divorce documents - decree absolute, decree nisi</li> <li>• Dissolution of Civil Partnership</li> <li>• National Insurance/Benefits letter</li> <li>• Northern Ireland voters card</li> <li>• Letters from DWP or OGD (HMRC tax credits, etc), statement from DWP (yearly totals of NI at time of child's birth)</li> <li>• Documentation showing ILR/ILE/NTL Stamps</li> <li>• National Insurance Card</li> <li>• Home Office leave to remain</li> <li>• National Health Service Card</li> <li>• CRB letter</li> <li>• P45</li> <li>• P60</li> <li>• IND Status Letter</li> <li>• IND Files</li> <li>• Vehicle Registration Certificate (V5C)</li> <li>• Vehicle Licence renewal notification</li> <li>• Certificate/contract of employment in Her Majesty's forces</li> <li>• Certificate/contract of employment under the Crown</li> <li>• Certificate/contract of employment in the Merchant Navy</li> <li>• Police Bail Sheet</li> <li>• B79 - Prison release letter to claim benefits</li> <li>• Translation of Document BF56/BF57</li> <li>• Electoral Card</li> <li>• Letter from Social Worker</li> <li>• Current/recent instrument of court appointment eg Probate or court registered Power of Attorney</li> <li>• Death Certificate</li> </ul>

### How you should deliver the document(s)

**At the start of your claim:** You must bring them to your interview with an adviser. In some circumstances you may be able to post them instead.

## *Providing evidence of your address*

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### **What Universal Credit accepts as evidence**

If any of the documents that prove your identity do not confirm your address you must provide one of the following:

- your tenancy agreement or mortgage statement
- your driving licence
- a bank statement or recent credit card bill, which must be for the last quarter or the one before
- recent utility bill (where recent means last quarter or one preceding only)
- your entry in the electoral register

### **How you should deliver the document(s)**

**At the start of your claim:** bring it to your interview with an adviser. In some circumstances you may be able to post it.

**Changes during your claim:** you can either post it or bring it to an interview if you have one planned.

## *Providing evidence of dependent children (child's name, date of birth, gender and relationship to you)*

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### **What Universal Credit accepts as evidence**

One item from this list:

- Full UK Birth Certificate, Adoption Certificate
- Non-UK Birth Certificate - EU and non EU
- Birth Certificate from Channel Islands, Isle of Man or Republic of Ireland
- Child EU Passport with photo ID
- Child Non-EU Passport with photo ID
- Change of name deed
- If the child is between 16 and 19:
  - Letter from school, college to enrol and accepted that the course is to last for at least twelve hours a week or
  - Letter from Training provider to prove acceptance or enrolment on an approved training course.

### **How you should deliver the document(s)**

**At the start of your claim:** bring them to an interview with an adviser. In some circumstances you may be able to post it.

**Changes during your claim in the number of your dependent children or their details:** you can either post the evidence or bring it to an interview if you have one planned.

## *Providing evidence of the account you would like your Universal Credit to be paid into (account holder, sort code, account/roll number)*

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### **What Universal Credit accepts as evidence**

One of the following:

- a statement from your bank
- your building society passbook
- a letter confirming that a new account has been opened

**and**

confirmation of your identity (see above for evidence needed)

### **How you should deliver the document(s)**

**At the start of your claim:** bring them to your interview with an adviser. In some circumstances you may be able to post them.

**Changes during your claim:** You can either post them or bring them to an interview if you have one planned.

## *Providing evidence of a change of name (title, surname and first name)*

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### **What Universal Credit accepts as evidence**

One of the following:

- Birth Certificate (Full/Short)
- Scottish Birth Certificate (showing corrections and amendments from old to new)
- UK Passport
- Other Country Passport
- Documented confirmation of Marriage/Civil
- Naturalisation Certificate
- Registration Certificate
- A Parental Order (with Birth Certificate)
- Confirmation of divorce from Verification of Marriage Unit
- Decree Absolute (England/Wales)
- Decree of Nullity (England/Wales) for marriage and civil partnerships
- Divorce Decree (Scotland)
- Extract of Nullity of Marriage (Scotland)
- Final Order for dissolution (Civil Partnerships)
- Foreign decree of divorce effective under the law of the country
- British Marriage/Civil Partnership Certificate, GRO copy of the event
- Foreign Marriage Certificate (under national law of the country)
- Evidence of marriage celebrated at British Consulate before a civil registrar
- Foreign civil partnership Certificate \* Provided it meets the requirements specified in the CP Act
- Forces marriage certificate (will require satisfaction of Sect 22 RMA 1892/Sect 2 FMA 1947)
- Certificate from the Court of the Lord Lyon of Scotland
- Adoption Order issued by the High Court, County Court or Magistrates Court
- Adoption Certificate issued by the GRO
- BF53 completed by the GRO confirming date and details of adoption
- Documented confirmation of Marriage/Civil Partnership by Relationship Verification Unit
- Certificate of Marriage contracted in a country where polygamy is permitted
- Certification of marriage by Proxy
- Evidence of Religious marriage (including infant Hindu)

### **How you should deliver the document(s)**

Bring it to an appointment with an adviser. In some circumstances you may be able to post it.

## ***Providing evidence of changes in two or more of the following areas, which you have reported at the same time:***

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- Change of address
- Change in your payment account
- Change in your dependent child(ren)
- Change to name of claimant and/or partner

### **What Universal Credit accepts as evidence**

1. Starting at the top of this document, read the titles of each page
2. Select the pages that relate to the changes you've reported
3. The "***What Universal Credit accepts as evidence***" section shows the evidence you need to provide for each change

### **How you should deliver the document(s)**

**At the start of your claim:** bring them to your interview with an adviser. In some circumstances you may be able to post them.  
**Changes during your claim:** You can either post them or bring them to an interview if you have one planned.

## *Providing evidence of your housing costs if you pay rent, including if you have liability for rent on two homes*

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### **What Universal Credit accepts as evidence**

If you pay rent, depending on the property you live in, the following can be used as evidence:

- Tenancy Agreement
- Letter from landlord (must include names of all tenants, current rent, details of service charges)
- Rent Book
- Land Registry Check
- Site Licence Agreement
- Rent Book with Site Licence Costs
- Receipt for Waterway Fees
- Email of the Waterway Costs
- Mooring Agreement
- Rent Book with Mooring Costs

### **How you should deliver the document(s)**

**At the start of your claim:** bring them to your interview with an adviser. In some circumstances you may be able to post them.

**Changes during your claim:** You can either post them or bring them to an interview if you have one planned.



## Lost a document?

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The table below shows how you can get replacements for the documents most commonly used as evidence.

Document	How to get a replacement
<b>Driving Licence</b>	Contact the Driver and Vehicle Licensing Agency
<b>British Passport</b>	Contact the Identity and Passport Service IPS Customer Service Centre
<b>Birth Certificate</b> <b>Marriage Certificate</b> <b>Civil Partnership Certificate</b>	Registered in England and Wales: Order by post or in person at the local register office where the event took place or contact the General Register Office Registered in Scotland: Any Registrars Office in Scotland, or from the Registrar General
<b>Immigration Status document</b> <b>National ID card from an EU or EEA member state</b> <b>Residence permit</b> <b>Permanent Residence Card</b> <b>Asylum Seeker</b> <b>Application Registration Card</b>	Contact the UK Border Agency
<b>Divorce Documents</b> <b>Decree absolute</b> <b>Decree nisi</b>	Contact the Principal Registry of the Family Division, Decree Absolute Section