

**Department for Work and Pensions (DWP)**  
**Central Freedom of Information Team**

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx@xxx.xxx.gov.uk

**Our reference: 3926**

**Date:** 12.09.14

Dear Zacc Fletcher,

Thank you for your Freedom of Information (Fol) request received on 10<sup>th</sup> Sept 2014.  
You asked:

- What identity documents are acceptable to the Job Centre when making a claim for JSA?
- What identity documents are acceptable to the Job Centre when making a rapid reclaim for JSA?

I can confirm that claimants claiming Jobseeker's Allowance for the first time must provide:

- **at least one piece** of primary original documentary evidence in support of their identity from the documents listed at Appendix 1; and
- any **two** documents taken from the list at Appendix 2, preferably one of which would support their date of birth and one which provides evidence of their identity in the community (for example current utility bill).

When reclaiming Jobseeker's Allowance claimants must provide:

- **one** piece of primary original documentary evidence in support of their identity from the documents listed at Appendix 1; and
- **one** document from the list at Appendix 2.

If you have any queries about this letter please contact us quoting the reference number above.

Yours sincerely,

DWP Central Fol Team

---

## **Your right to complain under the Freedom of Information Act**

If you are not happy with this response you may request an internal review by e-mailing [freedom-of-information-requexx@xxx.xxx.xxx.uk](mailto:freedom-of-information-requexx@xxx.xxx.xxx.uk) or by writing to: DWP, Central FoI Team, Caxton House, Tothill Street, SW1H 9NA. Any review request should be submitted within two months of the date of this letter.

If you are not content with the outcome of the internal review you may apply directly to the Information Commissioner's Office for a decision. Generally the Commissioner cannot make a decision unless you have exhausted our own complaints procedure. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF [www.ico.org.uk/Global/contact\\_us](http://www.ico.org.uk/Global/contact_us) or telephone 0303 123 1113 or 01625 545745

## **Appendix 1**

- A current passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
- A current passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the United Kingdom Border Agency to a national of a European Economic Area country or Switzerland.
- A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.
- A Biometric Residence Permit issued by the United Kingdom Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- An Immigration Status Document issued by the Home Office or the United Kingdom Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom.
- A certificate of registration or naturalisation as a British citizen, which indicates the holder is entitled to take up employment in the United Kingdom.

## **Appendix 2**

- Certificate of registration or naturalisation as a British citizen;
- Original Birth certificate issued in the Channel Islands, the Isle of Man or Ireland (or certified copy from Registrar)
- Foreign birth certificate;
- Original (or certified copy from Registrar) birth/adoption certificates;
- Full driving licence, (where photo card licence, the photo has not expired,) and including paper counterpart;
- Provisional driving licence (where photo card licence, the photo has not expired), and including paper counterpart;
- Local Authority rent card;
- Council tax documents;
- Life assurance/insurance policies;
- Mortgage repayment policies;
- Recently paid fuel/telephone bills in the customer's name;
- Original marriage certificate;
- Original civil partnership certificate;
- Divorce/annulment papers;
- Dissolution of civil partnership papers;
- Certificate/contract of employment in Her Majesty's forces;
- Certificate/contract of employment under the Crown;
- Certificate/contract of employment in the Merchant Navy;
- Current Police registration certificate;
- Current firearms certificate;
- Current/recent wage/pension slip that includes payee name and NINo;
- Letter from employer/contract of employment;

- Deed Poll certificate;
- Current bank/ building society/Post Office card account statements;
- Current/open saving account book;
- Personal cheque book;
- Current debit/switch card;
- Current charge card;
- Trade Union membership card;
- Travel pass with photograph affixed;
- Apprenticeship indentures;
- Vehicle registration/motor insurance documents;
- Expired passport;
- Form B79, a form used to notify Department for work and Pensions staff that a person has been discharged from prison and has been advised to claim benefit;
- Bail Sheet;
- Correspondence from HMRC;
- Tenancy agreement for current property;
- Invoices (self employed);
- Letter from accountant containing information which helps to establish identity;
- Letter from solicitor containing information which helps to establish identity;
- Current/recent instrument of court Appointment e.g. Probate or court registered Power of Attorney ;
- Stock transfer certificate (Director);
- Certificate of incorporation (Director);
- Memorandum of association (Director);
- NHS medical card;
- Student ID card (student);

- Letter from educational institution (student);
- Student loan documentation

This list is not exhaustive.