

## Secondary evidence

### **Secondary documentation that can support a person's identity**

Secondary evidence is where the issuing source of the evidence performed little or no identity checking.

Documents can be government or non-Government issued and contain some security features (though not significantly developed) to assist the authentication of the document. However, documents can be forged or counterfeited with relative ease. Usually issued by remote channels of application but can be issued by face to face in some cases.

Ensure that documents where necessary are current and original or are a certified copy.

As an exception to the CSIV, Universal Credit claimants can use expired documents - however, the document must show a true likeness of the claimant.

- any form of primary evidence (not already used as a primary evidence)
- certificate of registration or naturalisation as a British citizen
- original birth certificate issued in the Channel Islands, the Isle of Man or Ireland (or a certified copy from the registrar)
- foreign birth certificate
- original (or a certified copy from the registrar) birth or adoption certificates
- Young Scots Card
- Citizen Card
- building society passbook
- local authority rent card
- Council Tax documents
- life assurance or insurance policies
- mortgage repayment policies
- recently paid fuel or telephone bills in the claimant's name
- original marriage certificate
- original civil partnership certificate
- divorce or annulment papers
- dissolution of civil partnership papers
- certificate or contract of employment in Her Majesty's armed forces
- certificate or contract of employment under the Crown
- certificate or contract of employment in the Merchant Navy
- current police registration certificate
- current firearms certificate
- current or recent wage or pension slip that includes the payee name and National Insurance number
- letter from an employer or a contract of employment
- Deed Poll certificate
- current bank, building society or Post Office card account statements (6 months old or less) - **if the claimant has used their bank card as a primary ID, any bank statements must be for a different account**
- current or open saving account book
- personal cheque book

- current debit or switch card (unless the claimant has used this as primary ID)
- current charge card
- Trade Union membership card
- travel pass with photograph affixed
- apprenticeship indentures
- vehicle registration or motor insurance documents
- expired passport
- bail sheet
- correspondence from HMRC
- tenancy agreement for the current property
- invoices (self-employed)
- letter from an accountant containing information which helps to establish identity
- letter from a solicitor containing information which helps to establish identity
- current or recent instrument of court appointment (for example, 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 an educational institution (student)
- student loan documentation
- Northern Ireland Housing Executive (NIHE) rent card or Land and Property Services Rated documents
- non-UK driving licence
- form B79 - a form used to notify DWP staff that a person has been discharged from prison and has been advised to claim benefits
- Prison Release Licence - but only when considered alongside 1 or more of the following:
  - the claimant is presented with security questions based on their DWP record in addition to the Prison Release Licence
  - departmental agents seek corroboration of the identity from third parties or other organisations - for example, Probation Service, National Identification Service at the Metropolitan Police, the prison or local police
  - the claimant provides other strong identity documents - for example, driving licence, official correspondence, solicitor's letters, utility bills or a tenancy agreement

This list is not exhaustive.

## **How DWP collects and uses information**

DWP must treat a claimant's personal information carefully. It may be used for any of our purposes. To learn about information rights and how we use information, please see the Personal Information Charter at [GOV.UK](https://gov.uk) (link is external).