

Housing assessment – identity verification

All applicants for housing in Tonbridge & Malling are required to provide evidence of the identity of all members of the household including children, plus evidence of the current address for all adult members of the household. Please provide **original** documents which will be photocopied and returned to you. You will need to provide **one** document from Part A for **all** members of your household including children, and **one** document from Part B from those members of your household over the age of 18 years.

Part A : Personal identification

For each adult:

- Current UK or foreign signed passport, or for EEA nationals, a national identity card
- Current UK or EEA photocard driving licence (must contain current address) or blue disabled driver's pass*
- Current full UK driving licence (must contain current address)*
- Tax registration card with photograph issued by the Inland Revenue (if self employed in the construction industry)
- Current armed forces identity card
- Current student identity card
- Benefit book or letter confirming entitlement to benefit (including state pension) (must contain current address)*

For each child:

- Current UK or foreign signed passport, or entry on parent's passport
- Birth certificate (preferably full certificate confirming parent's names)
- Child benefit book or letter confirming entitlement to benefit (must contain current address)
- NHS medical card (must contain current address)

Part B : Address verification

For each adult:

- Council tax bill for current year
- Utility bill (gas, electricity, water, landline telephone) dated within the last six months, or a letter from the utility supplier confirming a pre-payment agreement
- Bank/building society/national savings/mortgage statement dated within the last six months
- Housing association or council rent card or statement dated within the last six months
- Current UK or EEA photocard driving licence (must contain current address) or blue disabled driver's pass*
- Current full UK driving licence (must contain current address)*
- Benefit book or letter confirming entitlement to benefit (including state pension) (must contain current address)*
- Inland Revenue tax or coding notification letter dated within the current or last tax year

*Please note that these documents can only be considered for **either** part A or part B, but not both.

If you do not possess any of the documents detailed above, please let us know so that we can advise what other documents are acceptable.