

# What to bring to your assessment

Act now to help us maintain trust and security



To help us maintain trust and security at British Airways, **please bring at least four original documents to your assessment.**

These documents will confirm your identity and address; prove your right to work in the UK and provide proof of your [National Insurance number](#) (if you have one).

**Please ACT NOW to collect the right documents. These checklists will help you. Bring the originals and photocopies with you on the day. You will not be able to complete your assessment without them.**



## What to bring

### EITHER

**Simply bring these four original documents and two colour copies of each.**

You only need four documents (and copies) at the assessment centre if you have a passport, National Insurance card, driving licence and bank statement with your address (dated in the last three months.) Use this checklist to make sure you have all you need:

Check all four documents	Remember!
Passport valid for at least 12 months (plus visa if applicable)	Two colour copies of front cover, photo ID page and <b>ALL</b> stamps on the passport (and visa if applicable)
National Insurance card	Two colour copies of front and back of National Insurance card
Photo card driving licence	Two colour copies of front and back
Bank or credit card statement	Includes your address and is dated in the last three months. Bring two colour copies. <b>Please delete any credit card number shown on the credit card statement.</b>

### OR

Complete sections A-C on pages 2-4, and bring all your chosen documents to your assessment:

- A. Proof of identity and address and two colour photocopies
- B. Proof of your right to work and two colour photocopies
- C. Proof of your National Insurance Number (if you have one) and two colour photocopies

Please check that your photocopies meet our standards:

are in colour

do not cut off parts of the original document

are clear

have white space around the edges of the original document

## A. Proving your identity and address

There are two ways of proving your identity and address. Please choose **one** option and collect the documents you need bring.

### OPTION ONE

Bring <b>two</b> documents from this table	Notes
Passport valid for at least 12 months	Any current and valid passport
<a href="#">Biometric residence permit</a>	UK
Current driving licence photo card	UK / Isle of Man / Channel Islands (full or provisional)
Birth certificate (or an authorised copy of your birth certificate from the <a href="#">General Register Office</a> )	UK / Channel Islands – including those issued by UK authorities overseas (e.g. Embassies, High Commissions, and HM Forces)

### AND

Bring <b>one</b> document from this table which must show your current UK address	Notes
Bank or building society statement (UK and Channel Islands or <a href="#">European Economic Area</a> )	Issued in last three months
Credit card statement (UK or <a href="#">European Economic Area</a> ). <b>Please delete any credit card number shown on the statement.</b>	Issued in last three months
Utility bill (UK. Utilities include landline, mobile phone, gas, electricity and water)	Issued in last three months. Mobile phone <b>not</b> pay-as-you-go or a receipt for a handset.
P45 or P60 statement (UK and Channel Islands)	Issued in last 12 months
Mortgage statement (UK or <a href="#">European Economic Area</a> )	Issued in last 12 months
Council Tax statement (UK and Channel Islands)	Issued in last 12 months
Benefit statement, e.g. Child Benefit, Pension (UK)	Issued in last three months
An official document from a government department or agency, giving you entitlement to welfare, a pension, child benefits or other financial aid. (UK and Channel Islands)	Issued in last three months; e.g. from the DWP, the Employment Service, HMRC
Cards carrying the <a href="#">PASS</a> accreditation logo (UK and Channel Islands)	Must still be valid
Bank or building society account opening confirmation letter (UK)	Issued in last three months
Financial statement, e.g. pension or endowment (UK)	Issued in last 12 months
Current, old-style paper-only driving licence (UK)	NOT the paper counterpart for a photocard driving licence
Current non-UK photo card driving licence (Non-UK)	Licences must be valid for up to 12 months from the date you entered the UK
Work permit or visa (UK)	Valid up to expiry date
Letter of sponsorship from future employment provider (Non-UK or non- <a href="#">European Economic Area</a> only)	Valid only for applicants residing outside of the UK at time of application. Must still be valid.
Firearms licence (UK, Channel Islands and Isle of Man)	
HM Forces ID card (UK)	
EU National ID card	Must still be valid
Letter from head teacher or college principal UK confirming dates of attendance for 16 to 19 year olds in full time education	Must have left within the last three years

**Yes – I have collected three of the original documents above, at least one of which includes my address**

## OPTION TWO

Bring <b>one</b> document from this table	Notes
Passport valid for at least 12 months	Any current and valid passport
<a href="#">Biometric residence permit</a>	UK
Current driving licence photo card	UK / Isle of Man / Channel Islands (full or provisional)
Birth certificate (or an authorised copy of your birth certificate from the <a href="#">General Register Office</a> )	UK / Channel Islands – including those issued by UK authorities overseas (e.g. Embassies, High Commissions, and HM Forces)

## AND

Bring <b>two</b> documents from this table, one of which must show your current UK address	Notes
Bank or building society statement (UK and Channel Islands or <a href="#">European Economic Area</a> )	Issued in last three months
Credit card statement (UK or <a href="#">European Economic Area</a> ). <b>Please delete any credit card number shown on the statement.</b>	Issued in last three months
Utility bill (UK. Utilities include landline, mobile phone, gas, electricity and water)	Issued in last three months. Mobile phone <b>not</b> pay-as-you-go or a receipt for a handset.
P45 or P60 statement (UK and Channel Islands)	Issued in last 12 months
Mortgage statement (UK or <a href="#">European Economic Area</a> )	Issued in last 12 months
Council Tax statement (UK and Channel Islands)	Issued in last 12 months
Benefit statement, e.g. Child Benefit, Pension (UK)	Issued in last three months
An official document from a government department or agency, giving you entitlement to welfare, a pension, child benefits or other financial aid. (UK and Channel Islands)	Issued in last three months; e.g. from the DWP, the Employment Service, HMRC
Marriage/civil partnership certificate (UK and Channel Islands)	
Adoption certificate (UK and Channel Islands)	
Cards carrying the <a href="#">PASS</a> accreditation logo (UK and Channel Islands)	Must still be valid
Bank or building society account opening confirmation letter (UK)	Issued in last three months
Financial statement, e.g. pension or endowment (UK)	Issued in last 12 months
Current, old-style paper-only driving licence (UK)	NOT the paper counterpart for a photocard driving licence
Current non-UK photo card driving licence (Non-UK)	Licences must be valid for up to 12 months from the date you entered the UK
Work permit or visa (UK)	Valid up to expiry date
Letter of sponsorship from future employment provider (Non-UK or non- <a href="#">European Economic Area</a> only)	Valid only for applicants residing outside of the UK at time of application. Must still be valid.
Firearms licence (UK, Channel Islands and Isle of Man)	
HM Forces ID card (UK)	
EU National ID card	Must still be valid
Letter from head teacher or college principal UK confirming dates of attendance for 16 to 19 year olds in full time education	Must have left within the last three years

**Yes – I have collected three of the original documents above, at least one of which includes my address**

## B. Proving your right to work

All employees of British Airways must have the right to work in the UK. Please ensure you bring **one** of these original documents to prove your [right to work in the UK](#), as well as two colour photocopies of the document.

Bring <b>one</b> document from this table
A current, valid passport showing you are a British citizen or a citizen of the UK and Colonies, having the right of abode in the UK.
A passport or national identity card showing you are a national of a <a href="#">European Economic Area</a> country or Switzerland.
A <b>current</b> <a href="#">Biometric Immigration Document (Biometric Residence Permit)</a> issued by the <a href="#">Home Office</a> showing you are allowed to stay indefinitely in the UK, or have no time limit on your stay in the UK.
A <a href="#">Permanent Residence Card</a> issued by the <a href="#">Home Office</a> to you as a national of a European Economic Area country or Switzerland.
A <a href="#">Registration Certificate</a> or <a href="#">Document Certifying Permanent Residence</a> issued by the <a href="#">Home Office</a> to you as a national of a European Economic Area country or Switzerland.
A <b>current</b> passport endorsed to show you are exempt from immigration control, are allowed to stay indefinitely in the UK, have the right of abode in the UK, or have no time limit on your stay in the UK.
A <b>current</b> Immigration Status Document issued by the <a href="#">Home Office</a> showing you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK, <b>AND</b> an official document giving your permanent National Insurance number and your name, issued by a Government agency or a previous employer.
A <b>full</b> birth or adoption certificate issued in the UK which includes the name(s) of at least one of your parents or adoptive parents, <b>AND</b> an official document giving your permanent National Insurance number and your name, issued by a Government agency or a previous employer.
A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, <b>AND</b> an official document giving your permanent National Insurance number and your name, issued by a Government agency or a previous employer.
A certificate of registration or naturalisation as a British citizen, <b>AND</b> an official document giving your permanent National Insurance number and your name, issued by a Government agency or a previous employer.

## C. Proof of your National Insurance number (if you have one\*)

You'll pay National Insurance from what you earn, in return for certain benefits including the State Pension.

If you have a National Insurance number, please bring **one** of these **original** documents as proof:

Your National Insurance card
A P45 or P60 showing your National Insurance number
An official document showing your National Insurance number (e.g. a letter from HM Revenue and Customs or Jobcentre)
<b>✗ We cannot accept payslips.</b>

### \*NO NATIONAL INSURANCE NUMBER?

If you have lost your National Insurance number, you will need to find it and bring it to your assessment. [Find your lost National Insurance number.](#)

If you have never had a National Insurance number, you can still attend your assessment. You must [apply for a National Insurance number](#) if we offer you a role.