



*More for your money,  
more from your money.*

## Proof of I.D.

In order for us to remain a compliant employer all members of Excellium Umbrella Services must provide us with evidence of their eligibility to work in the UK.

We use the latest electronic verification processes to confirm your identity and your entitlement to work in the UK. Only when we are unable to verify this by way of electronic means will we require you to send us copies of your ID documents. If we require documents to be sent to us then applicants must provide us with a legible copy of their passport which must be countersigned by a professional person.

These include: Engineer, Surveyor, Trade Union Officer, Chairman/Director/Manager of a Limited Company, Accountant, Barrister, Solicitor, Teacher, Dentist, Police Officer, Nurse, Civil Servant, or an Officer of the Armed Forces.

### New Business enquiries

Tel: 0800 599 9994  
enquiries@excelliumumbrella.com

### Customer Services

Tel: 020 3327 0980  
info@excelliumumbrella.com

Lakeside House,  
1 Furzeground Way,  
Stockley Park,  
Heathrow UB11 1BD.  
Web: www.excelliumumbrella.com

### YOU MUST PROVIDE:

- CERTIFIED COPY of one document from list 1
- ORIGINAL of one document from list 2

If you are having difficulties providing these, please contact our **Customer Services Department on 0203 327 0980**

### LIST 1:

**CERTIFIED COPY – Any one of the following, which will be used as proof of identity**

- Signed current Passport
- EEA Member State Identity Card
- Residence permit issued by Home Office to EEA nationals
- Current UK or EEA photo-card Driving Licence
- National Identity Card containing your photograph



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## LIST 2:

**ORIGINAL – Any one of the following (being different from the document used for name and photograph above) showing evidence of address:**

- Confirmation from an electoral register search that a person of that name lives at that address
- Recent utility bill or statement, from a utilities supplier confirming an arrangement to pay for services on pre-payment terms
- Local council tax bill for current year
- Bank, building society or credit union statement or passbook showing current address
- Recent original mortgage statement from a recognised lender
- Solicitor's letter confirming recent house purchase or land registry confirmation of address
- Local council or housing association rent card or tenancy agreement
- Benefit book
- Inland Revenue self-assessment statement or tax demand
- House or motor insurance certificate
- Entry confirming name and address in a local or national telephone directory

## EU NATIONALS FROM ACCESSION (A8) COUNTRIES

**If you are a national of the following countries:**

Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia or Slovenia.

- You need to complete a WRS (Home Office Work Registration Scheme) application form or supply us with a copy of your WRS card.
- An application form will be issued by Excellium as required. You can also download this form from [www.excelliumumbrella.com](http://www.excelliumumbrella.com).

## NON EU NATIONALS

**If you are not an EU national you need to enclose copies of:**

- Your work permit or other approval issued by Work Permits UK
- A relevant document confirming your authority to stay in the UK and take the work in question (A relevant document must be a passport, other travel document or letter issued by the Home Office)

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