

List of acceptable documents for right to rent checks

The documents that are considered acceptable for establishing a statutory excuse when conducting a manual right to rent check are set out in two lists, List A and List B.

Where a right to rent check has been conducted using the Home Office online service, the information is provided in real-time, directly from Home Office systems and there is no requirement to see any or a combination of any of the documents listed below.

List A contains the range of documents which may be accepted for checking purposes for a person who has a permanent right to rent in the UK (including British and Irish citizens). If landlords carry out the prescribed checks, they will establish a continuous statutory excuse for the duration of that person's tenancy. The landlord is required to check one document from List A (Group 1) or two documents from List A (Group 2).

List B contains the range of documents which may be accepted for checking purposes for a person who has a time-limited right to rent in England. If landlords carry out the prescribed checks, they will establish a time-limited statutory excuse. Landlords will be required to carry out a follow-up check as set out below.

Examples of the documents, how to check them and how to copy them can be found in the [Right to Rent Checks: A user guide for tenants and landlords](#).

List A Group 2 – If a prospective tenant can produce any two documents from this group then a continuous statutory excuse will be established

1. A birth certificate issued in the UK².
2. An adoption certificate issued in the UK.
3. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
4. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
5. A letter which:
 - (a) is issued by a government department or local authority no longer than three months before the date on which it is presented
 - (b) is signed by a named official stating their name and professional address
 - (c) confirms the holder's name
 - (d) confirms that the holder has accessed services from that department or authority or is otherwise known to that department or authority.
6. A letter which:
 - (a) is issued no longer than three months before the date on which it is presented
 - (b) is signed by a British passport holder who is or has been a professional person or who is otherwise of good standing in their community³
 - (c) confirms the holder's name
 - (d) states how long the signatory has known the holder, such period being of at least three months' duration, and in what capacity
 - (e) states the signatory's name, address, profession, place of work and passport number
7. A letter issued by a person who employs the holder no longer than three months before the date on which it is presented, which indicates the holder's name and confirming their

² Definition includes a full birth certificate issued by a UK diplomatic mission (British Embassy or British High Commission)

³ See Annex A for the full list of acceptable professional persons.

status as an employee and employee reference number or National Insurance number and states the employer's name and business address.

8. A letter issued by a police force in the UK no longer than three months before the date on which it is presented, confirming that the holder has been the victim of a crime in which a document listed in List A (Group 1) belonging to the holder has been stolen and stating the crime reference number.
9. An identity card or document issued by one of Her Majesty's forces or the Secretary of State confirming that the holder is or has been a serving member in any of Her Majesty's forces.
10. A letter issued by Her Majesty's Prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming that the holder has been released from the custody of that service no longer than six months before the date on which that letter is presented, and confirming their name and date of birth.
11. A letter issued no longer than three months before the date on which it is presented by an officer of the National Offender Management Service in England and Wales, an officer of a local authority in Scotland who is a responsible officer for the purposes of the Criminal Procedure (Scotland) Act 1995 or an officer of the Probation Board for Northern Ireland confirming the holder's name and date of birth and confirming that the holder is the subject of an order requiring supervision by that officer.
12. A current licence to drive a motor vehicle granted under Part 3 of the Road Traffic Act 1988 (to include the photocard licence in respect of licences issued on or after 1st July 1998) or Part 2 of the Road Traffic (Northern Ireland) Order 1981 (to include the photocard licence).
13. A certificate issued no longer than three months before the date on which it is presented, by the Disclosure and Barring Service under Part V of the Police Act 1997, the Scottish Ministers under Part 2 of the Protection of Vulnerable Groups (Scotland) Act 2007 or the Secretary of State under Part V of the Police Act 1997 in relation to the holder.
14. A document, or a screen shot of an electronic document, issued no longer than three months before the date on which it is presented, by Her Majesty's Revenue and Customs, the Department of Work and Pensions, the Northern Ireland Department for Social Development or a local authority confirming that the holder is in receipt of a benefit listed in section 115(1) or (2) of the Immigration and Asylum Act 1999.
15. A letter which:
 - (a) is issued no longer than three months before the date on which it is presented
 - (b) is issued by a public authority, voluntary organisation or charity in the course of a scheme operated to assist individuals to secure accommodation in the private rented sector in order to prevent or resolve homelessness
 - (c) confirms the holder's name
 - (d) states the address of a prospective tenancy which the authority, organisation or charity is assisting the holder to obtain.