



edenGROUP
WORK LIBERATED

Certification of ID explained

Why do we need to check your ID in the first place?

As your employer, it's the law - the government needs proof that anyone and everyone working in the UK has a right to do so. It also protects against fraud and if we employed you without a valid ID, your insurance wouldn't be valid and you wouldn't be covered if anything happened to you at work.

What does certifying ID actually mean?

It's very simple really, it just means getting an authorised person to confirm that you are who you say you are on your ID. They do this by stamping or signing the document.

What ID can I use?

You can send us a copy of one of the following:

1. Your UK passport
2. Other valid passport with visa
3. Both parts of your UK driving license (paper licence and photocard)

Who can authorise my ID?

Option 1 – Take your original ID to the post office, where the counter assistant will happily check your ID and then stamp the photocopy.

Option 2 – Ask your HR manager to check and stamp a photocopy of your ID

Option 3 – Take your original ID and a photocopy to your own bank, where they'll check your ID and stamp your photocopy to certify it – this is sometimes the best option if you are not a UK national but you do have a bank account here.

Option 4 – Get a professional person (who is not a relative) and is currently employed in their profession (not retired) to sign your ID. Please see the following list of professionals who can legally certify ID

The following professions can certify the copy document:

- Bank or Building society officer (e.g. Manager/Assistant Manager/Senior Adviser)
- FSA regulated financial adviser/mortgage broker,
- Post-master/Sub-Post master (someone in charge of a post office)
- GP/Doctor
- Teacher/Professor
- Solicitor
- Accountant
- Surveyor
- Architect
- HR/Personnel manager (of a limited company)
- Officer of the Armed Forces
- Serving Police Officer
- Minister of religion
- Magistrate

The above must not be a relative of yours.

EdenGroup employees cannot certify ID.

We can accept certified copies of the document subject to the following

To certify a copy of a document the following words should be used.

"I certify that this is a true copy of the original document and any photograph bears a good likeness of the applicant".

The certifier must then print their name, job title/occupation (and professional qualifications/registration number if applicable) and work telephone number (not mobile) on the document. They must also add their company stamp or company name and sign and date it accordingly. The copy must also be clear and readable.

How to send your certified ID to EdenGroup

Certified documents can be scanned and emailed to us at enquiries@edenoutsource.co.uk

Faxed to 0844 686 8351

Or posted to Eden Outsource Ltd, Tuscam House, Trafalgar Way, Camberley, Surrey, GU15 3BN