

Proof of Address Documentation

To complete your eligibility to work checks, you will need to evidence proof of address, for acceptable documents please see below table:

Mortgage statement	UK or EEA, Issues in the last 12 months
Bank or building society account opening letter	UK, issued in the last 3 months
Bank or building society statement	UK, Channel Islands or EEA, issues in the last 3 months
Credit card statement	UK or EEA, issues in the last 3 months
Financial statement, e.g. pension or endowment	UK, issues in the last 12 months
P45 or P60 statement or Council Tax Statement	UK and Channel Islands, issues in the last 12 months
Letter of sponsorship from future employment provider	Non-UK or non-EEA only – valid for applicants residing outside the UK at time of application, must be valid
Utility Bill	UK – not mobile phone bill, issued in last 3 months
Benefit statement e.g. Child Benefit, Pension	UK, issued in the last 3 months
Central or Local government or local council document giving entitlement	UK and Channel Islands, issued in last 3 months
EEA National ID card	Must be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man & Channel Islands, must be valid
Letter from head teacher	UK – for 16 to 19 year olds in full time education, only used in exceptional circumstances
Non EEA Bank or building society statement	Valid only for roles where the applicant is working outside of the UK

Please contact screening@coop.co.uk if you have any questions.