

Transfer List of Documents Required

2 x Passport Photos for all over 16 years

2 x Personal ID for all over 16 years (2 x from list below, including 1 photo ID)

- Passport
- Birth certificate
- Driving licence
- Bus Pass
- Certified photographs (with a supporting letter from a professional)

Proof of National Insurance Number for all over 16 years (1 x from list below)

- NI Card
- Wage Slips
- Benefit entitlement letters

Proof of Local Connection

- Proof of Residency in Brentwood (official document, dated within the last month)

Employment wage slips (for the last three months)

Dependent children

- Full Birth Certificate which shows parental names
- Child benefit proof dated within the last six months
- GP Medical Card/Letter (if available)

If you have completed the medical section of the form (because your current accommodation is affecting your health) then you should also supply all medical evidence you wish to be considered by our Medical Practitioner.