

To confirm your identity and verifying your qualifications, we will need to see originals of the following:

- * Your Passport (including work permit / visa details if applicable) or ID card if you don't have a passport
- * Driving Licence (if applicable)
- * Birth Certificate: If you do not have a passport or an ID card, you must bring / send a full Birth Certificate to confirm your right to work
- * Original DBS (If you have one). If you have already signed up to the DBS Update Service, please ensure you bring / send the DBS Certificate associated with this
- * Proof of Address (utilities, credit card bill etc. - this must be less than 3 months old, mobile phone bills are not accepted)
- * Marriage certificate (if applicable)
- * Qualifications / Certificates as stated on your CV
- * An official document showing your National Insurance Number

Posting Documents

Documents should be sent by **Special Delivery**. This is the safest way to send documents, but of course SNAP cannot be responsible for their safe delivery whilst in the hands of the Royal Mail.

Returning Documents Safely to You

Please ensure you provide a **Special Delivery** Envelope / Stamps so we can return your documents the same way back to you. Wherever possible, we will scan and return your documents the day they are received.

Bringing Documents to the Snap office

You can bring in your documents at any time between 9.00am to 5.30pm, Monday to Friday, or Saturdays 9.00am to 3.00pm (excluding Bank holiday weekends). Please contact us in advance to let us know you will be coming. It is usually possible to arrange other times, please just ask.

Our Address is:

Snap Care
91 Great Eastern Street, Shoreditch
London EC2A 3HZ

Tel: 020 7729 2200 if you have any questions or email info@snapcare.co.uk