

NHS registration checklist



Here's what you'll need to upload to the app during registration:

Up-to-date enhanced DBS. Your DBS must be registered on the update service.

Two professional references. These must cover three years work experience.

Immunisation records. Including Hep B, MMR, Varicella and BCG.

Experience. Evidence of 6 months NHS experience. UK residence. Must have lived in the UK for 12 months.

CV. Must show 10 years work experience, or full work history.

Valid NMC PIN. If you're a nurse, we need to see your NMC PIN and expiry date.

Passport or share code. With photographic identification. We need these to perform a right to work check.

SOE (nurses only). To confirm you can work in NHS facilities.

Fitness to work assessment form. We'll send this to NHS facilities with a copy of your vaccine record.

Up-to-date training certificates. You can complete essential training for free with [Florence Academy](#).

Two proof-of-address documents. Including bank statements and utility bills. Must be dated within the last 3 months.

A new starter form. To register your employment with HMRC.

Bank account information. To make sure we can pay you on time.

National Insurance letter. Evidenced on either a NI card/HMRC letter/P45. We'll submit this to HMRC to make sure you pay the right amount of tax.

Proof of professional qualifications. Certificates, degrees and other formal qualifications.

Find out more information [here](#).

Top tips to fast-track your application:



Try to give us your up-to-date DBS, **two** professional references and immunisation records **first**, because they're often the slowest documents to process.



Florence registration can take as little as **three days** if you have your documents available.



Get stuck? Our consultants are here to support you and make your registration as easy as possible. Write to us at NHS@florence.co.uk with any questions.