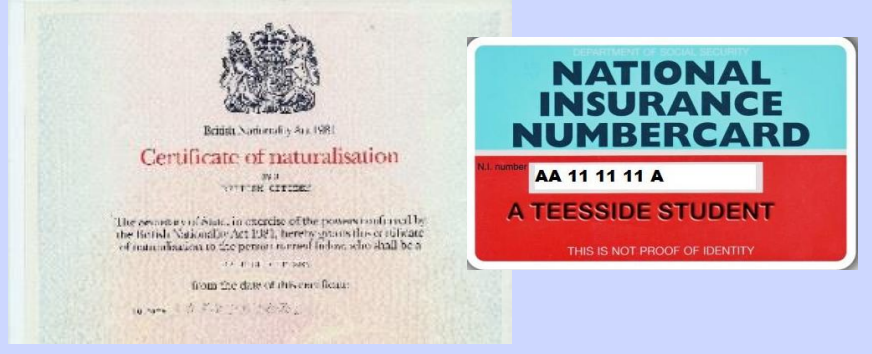


Right to work document check

The prospective employee has provided sufficient evidence of their right to work when they have presented the original documents for either one option in List A, or one option in List B:

| List A | |
|--------------------------|--|
| ✓ | Acceptable documents for those who have a <u>permanent right to work</u> in the UK |
| <input type="checkbox"/> | A British, EEA or Swiss passport (current or expired) OR a <u>current</u> EEA national identity card. |
| <input type="checkbox"/> | A full birth certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with their National Insurance number card |
| <input type="checkbox"/> | A current Indefinite Leave to Remain (ILR) or No Time Limit (NTL) BRP card. Copy the front and back of the card. |
| <input type="checkbox"/> | An EEA Permanent Residence or EEA Family Member Permanent Residence Certificate/Document. Either as a vignette (sticker) in a passport, or a BRP card. |
| <input type="checkbox"/> | A current passport endorsed with an Immigration Officer's stamp or vignette (sticker) to show that the holder is exempt from immigration control, has ILR, right of abode or NTL in the UK. |
| <input type="checkbox"/> | A current Immigration Status Document (an A4 piece of paper) showing the holder has ILR or NTL, together with their National Insurance number card. |
| <input type="checkbox"/> | A certificate of registration or naturalisation as a British citizen, together with their National Insurance number card. |




List B

Group 1 – Acceptable documents for those who have a temporary right to work in the UK.

A **current** passport containing a **current** vignette (sticker) or Immigration Officer's stamp, allowing them to stay and work in the UK.




A **current** EEA Residence Card or EEA Family Member Residence Certificate/Document.



A **current** Biometric Residence Permit (BRP) card, allowing them to stay and work in the UK. **Copy the front and back of the card.**



A **current** Immigration Status Document (an A4 piece of paper) showing the holder has limited / time bound Leave to Remain, **together with** their National Insurance number card.

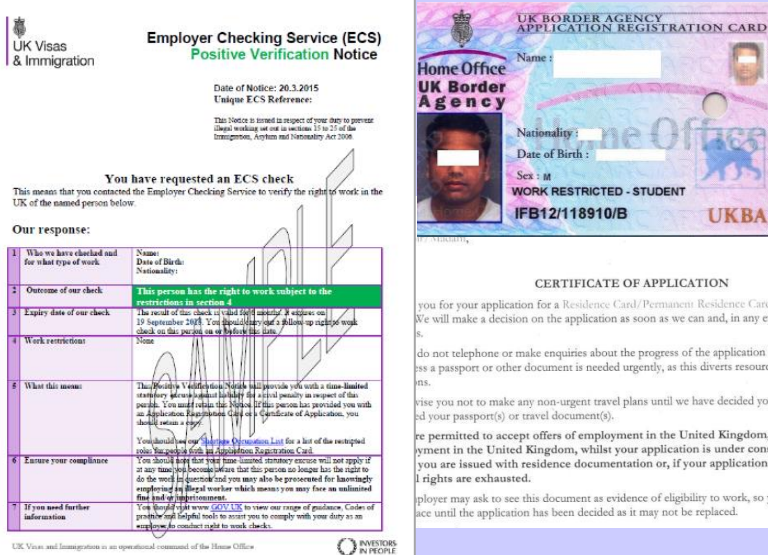


Group 2 – Acceptable documents for those who have a temporary right to work in the UK but cannot provide any documents in Group 1

A **Positive Verification Notice** issued by the Home Office Employer Checking Service, which indicates that the named person may stay in the UK and is permitted to do the work in question.

This will be needed when an applicant provides:

- A Certificate of Application issued by the Home Office stating that the holder is permitted to take employment which is **less than 6 months old**.
- An Application Registration Card (ARC) stating that the holder is permitted work either as (a) in a job on the Shortage Occupation List or (b) as a student.



This is not the full list of acceptable documents. Please refer to the full guidance or HR Service Centre if your document does not appear above.