

RIGHT TO WORK IN THE UK

We are required by law to verify your right to work in the UK. In order to do this we are required to inspect the original version of documents that demonstrate your eligibility and we must also take and retain a copy of those documents as evidence. The law prescribes what specific documents are considered acceptable for this purpose and these are either:

- One of the original documents in List 1

or

- Two original documents from one of the groups in List 2

Please note that although List 2 is split into two groups, both documents must come from the same group in List 2. You cannot have one document from each of the groups.

List 1

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom;
- A document showing that the holder is a national of a European Economic Area country or Switzerland – this must be a national passport or identity card;
- A resident permit issued by the Home Office to a national from a European Economic Area country or Switzerland;
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay;
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work being offered if they do not have a work permit;
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment;

or

- A passport or other Home Office document with an endorsement giving the holder current right of residence in the UK as the family member of a national from a European Economic Area country or Switzerland who is resident in the UK.

List 2

Two documents from one of the Groups in this list:

Group 1

A document giving the person's permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency. In addition, one of the documents from the following list:

- A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents;
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland;

- A certificate of registration or naturalisation stating that the holder is a British citizen;
 - A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay;
 - An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay;
 - A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work being offered;
- or
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and this allows them to do the type of work being offered.

Group 2

A work permit or other approval to take employment issued by Work Permits UK.

In addition, along with a document issued by Work Permits UK, the employer should also check and copy one of the following documents:

- A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question;

or

- A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

Please note that the lists of documents in Groups 1 and 2 are not a precise extract from the relevant legislation. On occasions some further documents may be acceptable alternatives but this should always be checked with the Home Office directly.