

# Eligibility to Work in the UK

July 2019



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You may be aware that under the provisions of the Immigration and Asylum Act, employers must ensure that prospective employees are eligible to work in the UK. Consequently as a condition of employment you are asked to provide documentary evidence that you are eligible to work in the UK.

**You should send original documents to Human Resources before starting work.**

Documents will be returned to you by recorded delivery as soon as possible.

## List A: Acceptable Documents which show an ongoing right to work

- 1 A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
- 2 A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area country or Switzerland.
- 3 A registration certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- 4 A permanent residence card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- 5 A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the person named is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- 6 A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- 7 A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **together with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
- 8 A **full** birth or adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- 9 A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- 10 A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

## List B: Documents which show a right to work for a limited period of time

### Group 1: Documents where a time-limited statutory excuse lasts until the expiry date of leave

- 1 A **current** passport endorsed to show that the holder is allowed to stay in the United Kingdom and is currently allowed to do the type of work in question.
- 2 A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the United Kingdom and is allowed to do the work in question.
- 3 A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- 4 A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer

### Group 2: Documents where a time-limited statutory excuse lasts for 6 months

- 1 A certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006 to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with a Positive Verification Notice** from the Home office Employer Checking Service\* .
- 2 An Application Registration Card issued by the Home Office stating that the holder is permitted to take employment, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
- 3 A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.

\* A 'Positive Verification Notice' is official correspondence from the Home Office Employer Checking Service which confirms that a named person has permission to undertake the work in question.