

Right To Work Pre-Employment Check

In order to confirm your identity and check that you are eligible to work in the UK, please provide original copies of any one of the single documents, or one of the combination of documents, from List A or List B.

If you present a document or combination of documents from List A, there is no need to provide any other documents contained in List B (and vice versa).

Further information can be found at www.ukba.homeoffice.gov.uk.

LIST A

List of valid identity documents which show an ongoing right to work

SINGLE DOCUMENTS
Passport <i>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; or</i>
Passport or National Identity Card <i>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 or Switzerland; or</i>
Residence permit, registration certificate or document certifying or indicating permanent residence <i>Issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland; or</i>
Permanent Residence Card <i>Issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland; or</i>
Biometric Immigration Document <i>Issued by the Border and Immigration Agency to the holder which indicates 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; or</i>
Passport or other travel document <i>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.</i>

DOCUMENT COMBINATIONS		
An official document giving your permanent National Insurance Number and your name. <i>Issued by a Government agency or a previous employer.</i>	Presented with:	An Immigration Status Document <i>Issued by the Home Office or the Border and Immigration Agency 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; or</i>
		A full birth certificate <i>Issued in the United Kingdom which includes the name(s) of at least one of the holder's parents; or</i>
		A full adoption certificate <i>Issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents; or</i>
		A birth certificate <i>Issued in the Channel Islands, the Isle of Man or Ireland; or</i>
		An adoption certificate <i>Issued in the Channel Islands, the Isle of Man or Ireland; or</i>
		A certificate of registration or naturalisation as a British citizen; or
		A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom.

LIST B

List of valid identity documents which show a right to work for up to 12 months

SINGLE DOCUMENTS		
Passport or travel document <i>Endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit; or</i>		
Biometric Immigration Document <i>Issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.</i>		
DOCUMENT COMBINATIONS		
FIRST COMBINATION		
A work permit or other approval to take employment <i>Issued by the Home Office or the Border and Immigration Agency</i>	Presented with:	A passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question; or
		A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming that the holder is allowed to stay in the United Kingdom and is allowed to do the work in question.
SECOND COMBINATION		
A Certificate of Application <i>Issued by the Home Office or the Border and Immigration Agency to or for 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</i> NB This document will be sent for verification from the Border and Immigration Agency Employer Checking Service.	Presented with:	A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland; or
		An Application Registration Card <i>Issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment.</i> NB This document will be sent for verification from the Border and Immigration Agency Employer Checking Service.
THIRD COMBINATION		
An official document giving the person’s permanent National Insurance Number and their name. <i>Issued by a Government agency or a previous employer.</i>	Presented with:	An Immigration Status Document <i>Issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question; or</i>
		A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question