

# RIGHT TO WORK CHECKS

Please note the following Home Office regulations regarding taking Right To Work checks for any candidate permitted to work in the UK

All documents presented must be genuine, original, unchanged, valid (in-date) and belong to the candidate in question.

**Copies should be taken and dated of the following;**

- 1) Identification for Permanent Workers
  - a) A current passport showing the holder is a British citizen or a citizen of the UK and colonies having the right of abode in the UK or a national of a European Economic Area country or Switzerland.
  - b) A National Identity Card – copied both sides for a national of a European Economic Area country or Switzerland.
  - c) A Registration Certificate or Document Certifying Permanent Residence to a national of a European Economic Area country or Switzerland.
  - d) A Permanent Residence Card of a national of a European Economic Area country or Switzerland.
  - e) A current Biometric Resident's Permit (BRP) – copied both sides, indicating that the named person is allowed to stay indefinitely in the UK
  - f) A current passport to show the current holder is exempt from immigration control, is allowed to stay indefinitely in the UK.
  - g) A current immigration Status Document to the holder, endorsing the holder to stay indefinitely in the UK (with proof of NI)
  - h) A FULL Birth or adoption Certificate issued in the UK, Channel Islands, Isle of Man or Ireland showing the name(s) of at least one parent (with proof of NI)
  - i) A certificate of registration or nationalisation as a British Citizen (with proof of NI)

The passport copy MUST show the expiry date, nationality, date of birth, signature, biometric details and photograph (plus any working visas).

If any of the names are different, then a Marriage Certificate, Divorce Decree or Deed Poll document must be copied and dated.

- 2) Identification for Temporary Workers where a time limited statutory excuse lasts until the expiry date of leave

- a) A current passport endorsed to show the holder is allowed to stay in the UK and is currently allowed to do the work in question.
  - b) A current Biometric Residence Permit indicating the person can currently stay in the UK and is allowed to do the work in question.
  - c) A current Residence Card (incl.an Accession Residence Card or a Derivative Residence Card) for 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.
  - d) A current Immigration Status Document with photograph with a valid endorsement indicating that the holder may stay in the UK and is allowed to do the type of work in question. (With proof of NI)
- 3) Identification for Temporary Workers where a time limited statutory excuse lasts for 6 months.
- a) 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 taken employment which is less than 6 months old together with a Positive Verification Notice.
  - b) An Application Registration Card stating that the holder is permitted to take the employment in question together with a Positive Verification Notice.
  - c) A Positive Verification Notice to the employer which indicates that the named person may stay in the UK and is permitted to do the work in question.

4) National Insurance

Any official document showing the candidate's name and National Insurance number is acceptable.