

# HR Services

## Eligibility to work in the UK



### LIST A

Documents provided from List A establish that a person has an ongoing entitlement to work in the UK.

One of the following documents:

- 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 (UK) and Colonies having the right of abode in the UK; or
- 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 a European Economic Area (EEA) country or Switzerland; or
- 3.** A registration certificate or document certifying permanent residence issued by the Home Office to a national of an EEA country or Switzerland; or
- 4.** A permanent residence card issued by the Home Office to the family member of a national of an EEA country or Switzerland; or
- 5.** A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK; or
- 6.** A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK; or.
- 7.** A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, **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; or

**8.** A **full** birth or adoption certificate issued in the UK 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; or

**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; or

**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 provided from List B establish that a person has a temporary entitlement to be in the UK. When an applicant produces documents from List B the person doing the checking must record the date on which the documents were produced.

### **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 UK and is currently allowed to do the type of work in question; or

**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 UK and is allowed to do the work in question; or

**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; or

**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 18 A(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; or

**2.** An Application Registration Card (ARC) issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service; or

**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.

**FURTHER GUIDANCE IS AVAILABLE FROM HR SERVICES AND FROM THE HOME OFFICE WEB PAGE:**

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

## **Document Checks**

The person carrying out the checks should do the following:

1. Obtain original versions of one or more of the acceptable documents;
  2. Check the documents in the presence of the holder of the documents; and
  3. Make copies of the documents, retain the copies and a record of the date on which the check is made.
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