
Documents required for proof of right to work in the UK

List A

If an individual is not subject to immigration control, or has no restrictions on their stay in the UK, they should be able to produce one of the following documents or combinations:

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 UK.

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 (EEA)¹ or Switzerland.

A Residence Permit, Registration Certificate or document certifying or indicating permanent residence issued by the Home Office or the UK Border Agency to a national of a European Economic Area country or Switzerland.

A Permanent Residence Card issued by the Home Office or the UKBA to the family member of a national of a European Economic Area country or Switzerland.

A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder, which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

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.

An 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 UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.

A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of holder's parents/adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or previous employer.

¹ Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

A Certificate of Registration or naturalisation as a British citizen, **when produced in combination 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

Group 1

Where leave to enter or remain in the UK granted to an individual is time-limited to the expiry date of leave. **This option applies to individuals who have a current visa/Biometric Immigration Document/residence card/Immigration Status Document that is valid until at least the end date of their period of employment with the University.** They should be able to produce one of the following documents or combinations:

A current passport to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.

A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the person named in it can currently stay in the UK and is allowed to do the work in question.

A current Residence Card (including an Accession to Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area (EEA) national who is a family member of a national of an EEA country or Switzerland or who has derivative right of residence.

A current Immigration Status Document, containing a photograph, issued by the Home Office to the holder with a valid endorsement indicating that the person named in it can stay in the UK, and is allowed to do the type of work in question, **when produced in combination 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

Where leave to enter or remain in the UK granted to an individual is time-limited to 6 months. **This option applies to individuals who have made an application to the Home Office for a period of leave to remain in the UK.** They should be able to produce one of the following documents or combinations:

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** when produced **in combination with a Positive Verification Notice²** from the Home Office Employer Checking Service.

² 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.

An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **when produced in combination with a Positive Verification Notice** from the Home Office Employer Checking Service.

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.

Documents that do not provide evidence of entitlement to work in the UK

A Home Office standard acknowledgement letter (SAL) or Immigration Service letter (IS96W) which states that an asylum seeker can work in the UK. If you are presented with these documents then you should advise the applicant to call the UK Visa and Immigration on 0151 237 6375 for information on how to apply for an application card.

A temporary National Insurance Number beginning with TN, or any number which ends with the letters from E to Z inclusive.

A permanent National Insurance Number when presented in isolation.

A driving licence issued by the DVLA.

A bill issued by a financial institution or a utility company.

A passport describing the holder as a British Dependant Territories Citizen, which states that the holder has a connection with Gibraltar.

A short (abbreviated) birth certificate issued in the UK, which does not have detail of at least one of the holder's parents.

A licence provided by the Security Industry Authority.

A document check by the Criminal Records Bureau.

A card or certificate issued by the Inland Revenue under the Construction Industry Scheme.

Full guidance issued by UK V&I on these documents, including sample copies is available at <https://www.gov.uk/government/publications/prevent-illegal-working-in-the-uk>.