

## The Right to Work in the UK Document Checklist

The Asylum and Immigration Act 1996 requires all employers to check certain documents for identification and to prevent illegal working. All employees must be able to provide original documentation for inspection by the Company. In most cases, a British passport, or passport from a country from the EEA will suffice.

The list below contains the range of documents which may be accepted for checking purposes if you have the permanent right to work in the UK. If you are unable to supply a document from the list below, you should contact the Human Resources Department in advance of the start of your employment.

### List A – Acceptable documents to establish a continuous statutory excuse

- 1 A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a 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 indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
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.
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.
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.
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.