

## EMPLOYERS RIGHT TO WORK CHECKLIST

Name of person: \_\_\_\_\_

Date of check: \_\_\_\_\_

**Type of check:**

First check before employment

Repeat check on an employee

Candidate is subject to: Checklist A  Checklist B

**Part 1:**

**List A – Documents which show an ongoing right to work**

1. A passport showing that the holder is a British Citizen, or has the right to abode in the UK
2. A document showing that the holder is a national of a European Economic Area or Switzerland. This must be a national passport or a national identity card.
3. A residence permit issued by the Home Office or the Border and Immigration Agency (BIA) to a national from an European Economic Area or Switzerland or a member of their family.
4. A Biometric Immigration Document issued by the BIA to the holder stating that they can remain indefinitely in the UK and they have no time limit on their stay.
5. A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK and has no time limit on their stay
6. An Immigration Statues Document issued by the Home Office or BIA indicating a right to remain in the UK when produced **in combination with** official documentation giving a permanent NI number and their name, issued by a Government Agency or a previous employer.
7. A full UK birth cert including the name of at least one parent in combination with as above
8. A full adoption cert in combination with above
9. A birth cert issued in the Channel Islands, Isle of Man or Ireland in combination with above
10. An adoption cert as above
11. A certificate of registration of naturalisation as a British Citizen in combination as above
12. A Home Office or BIA letter indication indefinite leave to remain in combination with above.

**List B – Documents which show a right to work for up to 12 months**

1. A passport or travel document showing that the holder is allowed to stay in the UK and do the type of work in question, provided it does not require a work permit.
2. A BIA Biometric Immigration Document stating that the holder can remain in the UK to do the work in question.
3. A work permit or similar from the Home Office or BIA **when produced in combination with** a passport or travel documents endorsed to show that the holder is allowed to stay in the UK and to do the work in question, or a similar letter.
4. A certificate of application issued by the Home Office or the BIA to or for a family member of a national of an EEA country or Switzerland less than 6 months old stating that the holder is permitted to take **in combination with** evidence of verification from the Immigration Agency Employer Checking Service.
5. A residence card or document issued by the Home Office or BIA issued to a family member of a national of an EEA country or Switzerland.
6. An Application Registration Card (ARC) issued by the Home Office or BIA stating that the holder is entitled to take employment **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service.
7. An immigration status document from the Home Office or BIA indicating that the holder can stay in the UK to do work in question **when produced in combination with** an official document giving the holder's NI number and name, issued by a government agency or a previous employer.
8. A letter from the Home Office or BIA to the holder, employer or prospective employer, indicating that the holder can stay in the UK to do the work in question **when produced in combination with** an official document giving the holders NI number and name, issued by a government agency or previous employer.

**Part B:**

**Check validity of the documents**

- **You must satisfy yourself that the documents are genuine and that the person presenting them is both the rightful holder and allowed to do the type of work you are offering.**

1. Are photographs consistent with the appearance of the person? Yes No N/A
2. Are the dates of birth listed consistent both across documents and with the appearance of the person? Yes No N/A
3. Are expiry dates for limited leave to enter or remain in the UK in the future i.e. they have not passed? Yes No N/A
4. Do the endorsements (stamps, visas etc) show the person is able to do the type of work you are offering? Yes No N/A
5. Are you satisfied that the documents are genuine, have not been tampered with and belong to the holder? Yes No N/A
6. Have you asked for further documents to explain why you have been given documents with different names? Yes No N/A