**RIGHT TO WORK ELIGIBILITY**

 **LIST A – documents which establish that a person has an ongoing entitlement to work in the UK**

Any of the documents or document combinations from List A are acceptable to establish permanent

 entitlement to work in the UK – the originals must be supplied, and will be checked and copied as

 evidence. If a document or a document combination from List A is provided then a document from List

 B is **not** necessary (see over page for List B).

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| 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 that 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 (excluding Bulgaria or Romania).  |
| 3  | A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or UK Border Agency to a national of a European Economic Area country or Switzerland.  |
| 4  | A permanent residence card issued by the Home Office or UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.  |
| 5  | A Biometric Immigration Document issued by UK Border Agency 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.  |
| 6  | A passport or other travel document 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  | An Immigration Status Document issued by the Home Office or UK Border Agency 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 permanent National Insurance number and their name issued by a Government agency or a previous employer.  |
| 8  | A full birth certificate issued in the UK which includes the name(s) of at least one of the holder’s 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 a previous employer.  |
| 9  | A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s 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 a previous employer.  |
| 10  | A birth 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. |
| 11  | An 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.  |
| 12  | 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.  |
| 13  | A letter issued by the Home Office or the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK **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 – documents which establish that a person has a restricted entitlement to work in the UK**

Alternatively you can provide a document or a combination of documents from List B to establish a restricted entitlement to work in the UK – the originals must be supplied, and will be checked and copied as evidence before commencing employment and then at least every 12 months thereafter. If a document or a combination of documents from the following list is provided then a document from List A is **not** necessary.

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| 1  | A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.  |
| 2  | A Biometric Immigration Document issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question.  |
| 3  | A work permit or other approval to take employment issued by the Home Office or the UK Border Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, **or** a letter issued by the Home Office or the UK Border Agency to the holder or the employer or prospective employer confirming the same.  |
| 4  | A certificate of application issued by the Home Office or the UK Border Agency to or for a family member of a national of a European Economic Area country (excluding A2 or A8 countries) or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.  |
| 5  | A residence card or document issued by the Home Office or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.  |
| 6  | An Application Registration Card issued by the Home Office or the UK Border Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.  |
| 7  | An Immigration Status Document issued by the Home Office or the UK Border Agency to the holder with an 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.  |
| 8  | A letter issued by the Home Office or the UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the 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.  |