

Preventing Illegal Working in the UK A Guide to Document Checking

Since May 2004 the laws on suitable documents that can be used to check a person's eligibility for work within the UK have been tightened. A passport is the most reliable evidence of eligibility however the list below provides further information on the alternative documents you can provide.

All individuals who are being considered to undertake work for the University must have their right to work in the UK confirmed **before** engagement commences. Original documents must be provided in person and verified by an employee of the University. Therefore, you are required to provide this evidence by providing **ONE** original document from List A or **TWO** original documents from List B.

LIST A documents show the holder is **not subject to immigration control, or has no restrictions on their stay**, so they have the **ongoing** right to work in the UK. **Please note that along with these documents, proof of your address must be submitted.** This can be a Bank/Building Society account opening confirmation letter, P45/P60, council tax statement, utility bill or correspondence from Central or Local Government; Government Agency or Local Authority, including from Student Finance England.

LIST B documents show the holder **has been granted leave to enter or remain in the UK for a limited period of time and, or has restrictions on their right to work.** **Please note that along with these documents, proof of your address must be submitted.** This can be a Bank/Building Society account opening confirmation letter, P45/P60, council tax statement, utility bill or correspondence from Central or Local Government; Government Agency or Local Authority, including from Student Finance England.

List A

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.

List B

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.

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.

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.

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 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 together with a Positive Verification Notice from the Home Office Employer Checking Service.

2. An **Application Registration Card** 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.

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.

If you have any queries please contact the Recruitment team on ext 5883, (01524) 590883 or jobs@cumbria.ac.uk.