

## Right to work and identification checks guidance

In accordance with the NHS Employment Check Standards, we are required to verify each candidate's identity, their right to work in the UK and qualifications essential to the post at interview stage. Failure to provide these documents will mean that we may be unable to proceed with your interview. If the interview does proceed and you are successful, failure to provide these documents at interview stage will delay your pre-employment checks and may result in any offer of employment being retracted.

Please note that all documents provided must be originals. We cannot accept photocopies, e-statements or documents downloaded from the internet. A minimum of three documents are required.

### Verification of right to work in the UK

To confirm you have the legal right to work in the UK, please provide either a single document or combination of documents from List A. If you are unable to provide a document or documents from List A please refer to List B.

#### List A – acceptable documents to establish a continuous statutory excuse.

- 1) A passport (current or expired) 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 passport card (current or expired) showing that the holder is a national of the Republic of Ireland.
- 3) A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
- 4) A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey, or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- 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

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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 birth or adoption certificate issued 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.
- 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 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.

### 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 document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
- 4) A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey, or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- 5) A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.
- 6) A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
- 7) 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.

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### List B Group 2 – documents where a time-limited statutory excuse lasts for six months.

- 1) A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.<sup>36</sup>
- 2) A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
- 3) 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.
- 4) 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.

### Verification of identity

To verify your identity, please provide a total of **three** documents. The document(s) supplied as verification of right to work in the UK may be included, however the following combinations must be supplied.

Please provide either:

- **two** forms of photographic personal identification (List 1) and, **one** document confirming your address (List 2)
- **one** form of photographic personal identification (List 1) and **two** documents confirming your address (List 2)

### List 1 – Photographic personal identity documents

- 1) Full, signed UK (Channel Islands, Isle of Man or Irish) passport.
- 2) UK Biometric Residence Permit (BRP) Card
- 3) UK/EU full or provisional photo-card driving licence. If issued in the UK by the DVLA you are not required to see the paper counterpart. Licences issued in Northern Ireland by the DVS must be presented with the paper counterpart.
- 4) Other nationalities photocard driving licence (valid up to 12 months from the date when the individual entered the UK)
- 5) HM Armed Forces identity card (UK)
- 6) Identity cards carrying the PASS (Proof of Age Standards Scheme) accreditation logo (issued in the UK, Channel Islands and Isle of Man only).

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- 7) EEA government issued identity cards that comply with the council; regulations (EC) N 2252/2004 containing a biometric.

### List 2 - Confirmation of current address documents

- 1) Utility bill or letter from the service provider confirming the pre-payment terms of services at a fixed address (for example, gas, water, electric or landline telephone). More than one utility bill can be accepted if they are from two different suppliers. The document(s) must be dated within the last six months.
- 2) Local Authority tax statement (i.e., council tax statement) dated within the last 12 months. (UK or Channel Islands)
- 3) UK full or provisional photo-card driving licence, if not already presented as a form of personal photographic identity
- 4) UK full 'old-style' paper driving licence. (Issued before the photocard was introduced in 1998 and where they remain current and in date)
- 5) HM Revenue and Customs (HMRC) tax notification such as an assessment, statement of account or notice of coding dated within the last 12 months.
- 6) A financial statement such as a bank, building society, credit card, pension, or endowment statement (UK) dated within the last six months.
- 7) Credit union statement (UK) issued within the last six months.
- 8) Mortgage statement from a recognised UK lender dated within the last twelve months.
- 9) Local council rent card or tenancy agreement dated within the last six months.
- 10) Evidence of entitlement to Department for Work and Pensions benefits such as child allowance, pension etc, dated within the last 12 months. (UK)

### List 3 - Acceptable non-photographic proof of personal identification documents

- 1) Full birth certificate (UK, Channel Islands) issued after the date of birth by the General Register Office or relevant authority, for example registrars.
- 2) Full birth certificate issued by UK authorities overseas, such as embassies, high commissions or HM Forces.
- 3) UK full old-style paper driving licence.
- 4) Most recent HM Revenue and Customs (HMRC) tax notification, such as an assessment, statement of account, P45, P60 or notice of coding (UK or Channel Islands) issued within the last twelve months.
- 5) Work permit/residency permit (UK) valid up to expiry date.

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- 6) Adoption certificate (UK and Channel Islands).
- 7) Marriage or civil partnership certificate (UK and Channel Islands).
- 8) Divorce, dissolution or annulment papers (UK and Channel Islands).
- 9) Gender recognition certificate.
- 10) Deed poll certificate.
- 11) Firearms certificate/licence (UK, Channel Islands and Isle of Man).
- 12) Police registration document.
- 13) Certificate of employment in the HM Forces (UK).
- 14) Evidence of entitlement to Department for Work and Pensions benefits such as child allowance, pension etc, dated within the last 12 months. (UK)
- 15) A document from a local/central government authority or local authority giving entitlement, such as Employment Services, Job Centre, Social Security. (UK and Channel Islands). Dated within the last six months. (UK & Channel Islands)

### **Acceptable documents for those who have recently left full time education (16 to 19-year-olds who are unable to provide a combination of documents from the above section)**

#### **One form of personal photographic identity.**

- 1) An identity card carrying the PASS accreditation logo (UK, including Channel Islands and Isle of Man) such as a UK Citizen ID card or a Connexions card (must be valid and in date)
- 2) A passport sized photograph that is counter signed by a person of some standing in the applicant's community.

#### **Two forms of documentary evidence from the list below**

- 1) A grant or student loan agreement from a local education authority (UK)
- 2) A qualification certificate.
- 3) A full birth certificate (UK, Channel Islands) issued after the date of birth by the General Register Office or relevant authority, for example registrars.
- 4) A full birth certificate issued by UK authorities overseas, such as embassies, high commissions or HM Forces.
- 5) National Insurance card, or letter from HM Revenue and Customs, Job Centre or Employment services evidencing the issue of a National Insurance number.
- 6) A letter from their head teacher, tutor or college principle (UK), verifying their name and other relevant information, for example address and date of birth.

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- 7) A document from a local/central government authority or local authority giving entitlement, such as Employment Services, Job Centre, Social Security. (UK and Channel Islands). Dated within the last six months.

**The information provided in this guidance is not exhaustive. For further advice, please contact the HEE Resourcing Team on 0300 323 0201.**