

## Appendix – Lists of acceptable documents for right to work checks

List A
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.
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.
A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area* country or Switzerland.
A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area* country or Switzerland.
A <b>current</b> 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.
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.
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, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
A <b>full</b> 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, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
A birth or adoption certification issued in the Channel Islands, the Isle of Man or Ireland, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
A certificate of registration or naturalisation as a British citizen, <b>together with</b> 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

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.

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.

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.

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

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.

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.

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.

### \* Countries in the European Economic Area

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

## Croatian Nationals

A **Blue Registration Certificate** which clearly states that the holder is not subject to work authorisation, giving them free access to the UK labour market and no restriction on who they can work for or the type of work they can do.

A **Yellow Registration Certificate** which clearly states that the holder is a student and authorised to work in line with the conditions attached to their work rights i.e. limited hours during term-time.

A **Purple Registration Certificate** which clearly states that the holder is authorised to work for the named employer and only in the job as stated.

A passport or other travel document endorsed before 1<sup>st</sup> July 2013 showing the holder has leave to enter or remain in the UK and the endorsement either has no restrictions on employment or states the holder can work for the employer.

An EEA Residence Card or Document Confirming Permanent Residence which confirms that the holder has permanent residence.

A passport, national identity card or travel document confirming the holder's exemption from the requirement to have work authorisation.