

Eligibility to Work Checklist

The lists below outline the list of acceptable documentation.

We need to see the original documents from either List A or List B.

List A	
1	A UK passport (current or expired)
2	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
3	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has been granted unlimited leave to enter or remain in the UK
4	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK
5	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, 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.
6	A birth or adoption certificate issued in the UK, 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
7	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	
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 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.
3	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey, or the Isle of Man, showing that the holder has been granted limited leave to enter or remain in the UK
4	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 in the UK
5	A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
6	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

List B Group 2	
1	A document issued by the Home Office showing that the holder has made an application for leave to enter or remain in the UK <i>before</i> 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
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 in the UK <i>on or before</i> 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