



Work Eligibility Documents

List of documents that can be provided to prove eligibility to work in the UK

As a new/prospective employee/worker you will fall into one of two categories:

- List A - an automatic and ongoing right to work in the UK without restrictions.
- List B - you do not have an automatic right to work in the UK but have gained permission to do

so subject to restrictions, i.e. for a time limited period.

LIST 'A' DOCUMENTS

You have an ongoing right to work in the UK and are therefore not subject to immigration control (e.g. European Economic Area (EEA)/Swiss nationals). If you are in this category we need to check your documents **once** only, before you commence employment.

Documents which provide evidence for this category:

All documents must be originals

List A

Acceptable documents to establish a continuous eligibility to work

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 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

***A short birth or short adoption certificate is not acceptable. To obtain full certificates, see the General Register Office website at:**
http://www.gro.gov.uk/gro/content/order_certificates/obtain_certificates/index.asp

If you have different surnames on documents you must also provide proof of name change, i.e. a marriage certificate.

LIST 'B' DOCUMENTS

You do **not have** automatic eligibility to live and work in the UK, but you have, or expect to be granted, approval to take employment in the UK for a **limited period** (e.g. work permit/certificate of sponsorship holders and their family members). If you are in this category we need to check your documents before you commence employment, and then at least **every 12 months** during the duration of your employment, to ensure that your eligibility remains valid.

Documents which provide evidence for this category:

All documents must be originals



List B

Acceptable documents to establish an eligibility to work for a limited period of time.

Group 1 – Documents where a time-limited eligibility to work 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 eligibility to work 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 different surnames on documents you must also provide proof of name change, i.e. a marriage certificate.



More detailed information on the documents listed above can be found at the UK Border Agency Website

You will need to provide us with Home Office reference number or case ID, copy of your Home Office Acknowledgment Letter and proof of postage, which will enable us to complete an Employer Checking form for you. The completion of this will ensure your work is not interrupted. Please see link for further details:

<https://www.gov.uk/employee-immigration-employment-status>