

Verification Documents Required at Information Event

Acceptable documents for proof of eligibility to work in the UK

As an employer, we have a responsibility to prevent illegal working in the UK. Therefore we are obliged to take one (or more if listed) of the following documents to prove your eligibility to work in the UK.

Please provide the original plus a photocopy of each document you provide.

- 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. (Please note if you are using your passport as your proof of eligibility to work in the UK, you will need to provide a photocopy of the photo page, any page with the document expiry date, your nationality, your date of birth, your signature, leave expiry date, biometric details and photograph and any page containing information indicating that have an entitlement to enter or remain in the UK and undertake the work in question)
- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of an EEA country or Switzerland. (Please note if you are using your passport as your proof of eligibility to work in the UK, you will need to provide a photocopy of the photo page, any page with the document expiry date, your nationality, your date of birth, your signature, leave expiry date, biometric details and photograph and any page containing information indicating that have an entitlement to enter or remain in the UK and undertake the work in question)
- 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 **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
- 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. (Please note if you are using your passport as your proof of eligibility to work in the UK, you will need to provide a photocopy of the photo page, any page with the document expiry date, your nationality, your date of birth, your signature, leave expiry date, biometric details and photograph and any page containing information indicating that have an entitlement to enter or remain in the UK and undertake the work in question)
- 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

- 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
- 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
- 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 **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. (Please note if you are using your passport as your proof of eligibility to work in the UK, you will need to provide a photocopy of the photo page, any page with the document expiry date, your nationality, your date of birth, your signature, leave expiry date, biometric details and photograph and any page containing information indicating that you have an entitlement to enter or remain in the UK and undertake the 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
- A Certificate of Application which is **less than 6 months old** issued by the Home Office to or for a family member of a national of a EEA country or Switzerland stating that the holder is allowed to take employment **together with a positive verification letter** from the Home Office's 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