

You are required to provide proof of your Right to Work in the UK in the amendment to the Immigration, Asylum, and Nationality Act 2006,

The two lists below detail the documents which you need to prove this this right.

List 1

Any **one** of the documents listed below will provide the necessary evidence of the right to work in the UK. The document provided must be the **original**.

- A passport showing that the holder is a British citizen, or has the right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country* or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the United Kingdom to a national from the European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work the employer is offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

*The following countries are part of the EEA:

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

Notes:

- There is a registration scheme for nationals of Poland; Latvia; Lithuania; the Czech Republic; Slovakia; Slovenia, Hungary and Estonia.
- Nationals from Bulgaria and Romania require work authorisation documents and are restricted in the jobs they can do.

List 2

Two of the documents in the combinations listed below will provide evidence of the right to work in the UK. The documents provided must be the **originals**.

First Combination

- A document giving a person's permanent National Insurance number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency

AND one of the following documents

- A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents **or**
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland **or**
- A certificate of registration or naturalisation stating that the holder is a British citizen **or**
- A letter issued by the Home Office which indicates that the person named in it can stay indefinitely in the United Kingdom or has no time limit on their stay **or**
- An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom or has no time limit on their stay **or**
- A letter issued by the Home Office which indicates that the person named in it can stay in the United Kingdom; and this allows them to do the type of work that the employer is offering **or**
- An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay in the United Kingdom; and this allows them to do the type of work that the employer is offering.

Second combination

- A work permit or other approval to take employment that has been issued by Work Permits UK

AND one of the following documents

- A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question **or**

- A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

List of Acceptable Documents to Confirm Proof of Address

- Driving Licence if issued within the last 3 months (UK) (Full or provisional) – England / Wales / Scotland / Northern Ireland / Isle of Man; either photo card or paper (a photo card is only valid if the individual presents it with the counterpart licence)
- Financial Statement - e.g. pension, endowment, ISA
- Vehicle Registration Document
- Mail Order Catalogue Statement
- Court Claim Form (UK) - Documentation issued by Court Services
- Bank / Building Society Statement • Utility Bill - electricity, gas, water, telephone – including mobile phone contract/bill
- TV Licence
- Credit Card Statement
- Store Card Statement
- Addressed Payslip
- Benefit Statement - e.g. Child Allowance, Pension
- Mortgage Statement
- Insurance Certificate
- Council Tax Statement (UK)
- A document from Central / Local Government / Government Agency / Local Authority giving entitlement (UK): e.g. from the department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre Plus, Social Security.

For Drivers only –

In addition to the documents above, please also provide the following:

- Driving License (UK)
- CPC/DQC Card
- Digi-Tacho Card
- Hi-AB/ADR/EPIC/DP World Licenses if qualified