

## Appendix 1: Right to Work in the UK Documentation

### List A (no ongoing checks required):

1. An ID Card (issued to the holder under the Identity Cards Act 2006) or a passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or citizen of the UK & Colonies with the right of abode in the UK; **or**
2. An ID Card (issued to the holder under the Identity Cards Act 2006) or 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 the EEA or Switzerland; **or**
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the UKBA to a national of a EEA country or Switzerland; **or**
4. A permanent residence card issued by the Home Office or the UKBA to the family member of a national of a EEA country or Switzerland; **or**
5. A Biometric Immigration Document issued by the UKBA to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK; **or**
6. A passport or other travel document 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; **or**
7. An official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, NI Card), **when produced in combination with ONE** of the following:
  - a. An Immigration Status Document issued by the Home Office or the UKBA to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK; **or**
  - b. A full birth certificate issued in the UK which includes the name(s) of at least one of the holder's parents; **or**
  - c. A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder's adoptive parents; **or**
  - d. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland; **or**
  - e. A certificate of registration or naturalisation as a British citizen; **or**
  - f. A letter issued by the Home Office or the UKBA to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK.

### List B (checks required every 12 months):

1. A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit; **or**
2. A certificate of application issued by the Home Office or the UKBA to or for a family member of a national of a EEA country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the UKBA Employer Checking Service; **or**
3. A work permit or other approval to take employment issued by the Home Office or the UKBA **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office or the UKBA to the holder or the employer or prospective employer confirming the same; **or**
4. A residence card or document issued by the Home Office or the UKBA to a family member of a national of a EEA country or Switzerland; **or**
5. A Biometric Immigration Document issued by the UKBA to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question; **or**
6. An Application Registration Card issued by the Home Office or the UKBA stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the UKBA Employer Checking Service; **or**
7. An official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, NI Card), **when produced in combination with ONE** of the following:
  - a. An Immigration Status Document issued by the Home Office or the UKBA to the holder with an endorsement indicating that the person named in it can stay in the UK, and is allowed to do the type of work in question; **or**
  - b. A letter issued by the Home Office or the UKBA to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question.