

Guide to Verifying Documentation – What you need to see

Prospective employees will need to present a document or documents from one of two lists (shown below). Documents must be seen and verified by an authorising officer **before** employment commences. Documents provided from List A establish that the person has an ongoing entitlement to work in the UK. Documents provided from List B establish that the person has restrictions on their entitlement to be in the UK.

If a person provides a document from List A, this will constitute the required documentary evidence for the duration of their employment. If a document or documents from List B indicate that they only have limited leave to remain in the UK is provided, then the check must be repeated once every twelve months unless they provide documentation that they can remain permanently in the UK.

Please note: Only those staff designated as Authorising Officers by HR can check and verify documentation – a list of staff is available from HR.

Checking and Copying Documents (for Authorising Officers only)

You should follow these steps to comply with the new requirements.

Step 1: The prospective employee must provide an original document or documents from List A or List B.

Step 2: Check the validity of the document.

- Check that photographs are consistent
- Cross-check dates of birth
- Check expiry dates of limited leave to enter or remain in the UK have not passed
- Check any UK Government endorsements (stamps, visas etc.) to see if the person is able to do the type of work you are offering
- Satisfy yourself that the documents are genuine and have not been tampered with
- If the names are different on any of the documents, ask for an explanation and further documentary evidence i.e. marriage certificate.
- You are not expected to be an expert on forged documents. If you have any doubts or need some advice, please contact the HR department.

Step 3: Take a photocopy or scan.

- For passports or travel documents, a copy must be taken of the document's front cover and any page containing the holder's personal details. In particular, you must copy any page that provides details of nationality, photograph, date of birth, signature, date of expiry or biometric details; **and**
- Any page containing UK Government endorsements, noting the date of expiry and any relevant UK immigration endorsement which allows the person to do the type of work you are offering. Ensure the copy or scan is legible.

Step 4: Confirm verification

- Sign and date the documents with the statement 'I certify that this is a copy of the original documentation which I have verified'.

Step 5: Record keeping

- The copies should be sent to HR along with the Appointment Form and completed Pre-employment form

Please note that the provision of a National Insurance number in isolation is not sufficient evidence. It must be presented in combination with one of the appropriate documents from Lists A and B.

LIST A – DOCUMENTS WHICH PROVIDE AN ONGOING JUSTIFICATION

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. 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 [European Economic Area or Switzerland](#).
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.
5. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
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 United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **when produced in combination 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 certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination 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 full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents **when produced in combination 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 birth certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

12. A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

13. A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom **when produced in combination 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 – DOCUMENTS WHICH PROVIDE AN EXCUSE FOR UP TO 12 MONTHS

1. A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.

2. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.

3. A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same.

4. A certificate of application issued by the Home Office or the Border and Immigration Agency to or for 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 **when produced in combination with** evidence of verification by the Border And Immigration Agency Employer Checking Service.

5. A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland.

6. An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service.

7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination 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 letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.