



CONFIRMATION OF IDENTITY AND ENTITLEMENT TO WORK IN THE UK

Amendments to document checks under section 8 of the Asylum and Immigration Act 1996

In connection with the amendments as stated above, which came into force on 1st May 2004, we are bound by law to ask every single person who will be carrying out work after that date, whether on a permanent, temporary or self-employed basis, and who resides in the United Kingdom, that he or she is legally able to work in the United Kingdom. For example a student visa does not entitle the holder to work as a self-employed person (unless stated otherwise).

In order for us to satisfy this legal requirement, please could you send us documentary proof from

List 1 OR

List 2 First Combination OR

List 2 Second Combination

List 1

A copy of any **one** of the following:

- A passport showing that the holder is a British citizen, or has a 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 identity card.
- A resident permit issued by the Home Office to 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.

OR

List 2 First combination:

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

together with one of the following:

- a full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; a birth certificate issued in the Channel Islands, the Isle of Man or Ireland;
- a certificate of registration or naturalisation stating that the holder is a British citizen;
- a letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay;
- an Immigration Status Document issued by the Home Office to the holder 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;



- a letter issued by the Home Office to the holder 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 you are offering;
- an Immigration Status Document issued by the Home Office to the holder 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 it is being offered.

OR

List 2 Second combination

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

together with one of the following:

- 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;
- 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.

Please send us photocopies of the documentary evidence.

If you would like to find out more about this particular amendment, then you can visit the Home Office website at www.ind.homeoffice.gov.uk

NRPSI Ltd 1st April 2011