



CONFIRMATION OF IDENTITY AND ENTITLEMENT TO WORK IN THE UK

In connection with the amendments to document checks under section 8 of the Asylum and Immigration Act 1996, which came into force on 1st May 2004, we have an obligation to ask all our registrants (or applicants) for proof 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).

NOTE: from 1st July 2021 EU nationals (except Irish) must provide proof of right to work in the UK. Irish citizens are allowed to work in the UK under the Common Travel Area agreement.

In order for us to satisfy this requirement, please could you send us documentary proof from either **List A OR List B**.

List A (unlimited stay)

A copy of any of the following:

1. 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.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland (**Update: from 1st July 2021 EU nationals, must provide proof of right to work in the UK**)
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
5. 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.
6. 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.
7. 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.
8. A birth (short or long) or adoption certificate issued 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.
9. A birth (short or long) 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.
10. 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.

OR



List B (limited stay)

A copy of any of the following:

1. 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.
2. 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.
3. 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.
4. 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.
5. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to 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 together with a Positive Verification Notice** from the Home Office Employer Checking Service.
6. 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.

Please send us photocopies of the documentary evidence.

Home Office online right to work checking service

You can prove your right to work by going online <https://www.gov.uk/prove-right-to-work> and getting an access code (Share Code) for employers to perform the check. NRPSI would also accept the online check.

If you would like to find out more about Right to Work checks, then you can visit the Home Office website at <https://www.gov.uk/employers-checks-job-applicants>.

NRPSI Ltd 29th June 2021