

Right to Work Checks

How and when to complete a right to work check to prevent illegal working.

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Changes from the last version of this guidance

This document replaces the last published version dated 3 February 2025. The changes made to that version were:

- ❖ Added guidance on the additional information required for student visa holder checks
- ❖ Added links to training videos
- ❖ Changes throughout to reflect removal of BRPs and inclusion of eVisas.
- ❖ Added information on the Employer Checking Service and performing Right to Work Checks via a third party provider, Yoti
- ❖ Removal of Biometric Card Holders section as Biometric Residence Cards, Biometric Residence Permits and Frontier Worker Permits are no longer being issued.
- ❖ Changed “Home Office Online right to work service” to “Home Office online service” throughout.
- ❖ Added confirmation of when a check is not valid within the Breaks in Service for Current Staff section.

The following changes to this version are:

- ❖ Amendment to list of acceptable documents to confirm that clipped passports are not acceptable and that either a long or short birth certificate can be accepted.
- ❖ Addition to Student section to confirm that evidence of academic term and vacation times covering their period of study must also cover the duration of their employment.
- ❖ General housekeeping changes

Why do we undertake right to work checks?

The University has a responsibility to prevent illegal working in the UK by ensuring that our staff members have the right to work here.

By undertaking a right to work check we are providing the University with a statutory excuse against liability for a civil penalty. There are serious penalties for non-compliance including:

- ❖ a civil penalty of up to £60,000 per illegal worker
- ❖ a criminal conviction carrying a prison sentence of up to five years and an unlimited fine
- ❖ not being able to sponsor migrants

The Home Office have created a [brief video on UK right to work checks](#), which you may find useful.

When to undertake a right to work check

Checks must be carried out on **all** potential staff members, regardless of their nationality, race or ethnicity and must be undertaken **before** employment/work commences.

If an individual's right to work is time-limited, a further follow-up check would be needed before their existing right to work comes to an end. HR will undertake any follow-up checks for substantive staff members or those paid via the hourly paid pool.

❖ **Interview Candidates**

The preferred candidate will be required to send scanned copies of their right to work documentation. If a work visa is required and they do not currently have permission to work in the UK, they will be asked to provide a copy of their current passport. HR will undertake a formal right to work check prior to the staff member's first day in post.

❖ **Part Time Hourly Paid Lecturers/Casual Pool Applicants**

A right to work check must be undertaken by the School/Service who are engaging the individual. This check must be completed prior to the applicant undertaking any work and the eligibility documentation must be submitted with the relevant pool application pack.

If a candidate requires sponsorship or is awaiting a valid right to work document, they must not start work until the visa (or other relevant work document) is obtained and a right to work check is undertaken.

How to Complete a Right to Work Check

There are four types of right to work check we can undertake:

- ❖ **Manual Document Based Check: In person with original documents from List A or List B (Group 1 or 2)**

The majority of visa holders will demonstrate their right to work using the Home Office online service. Please refer to the [Acceptable Documents for Right to Work Checks section](#) to confirm which original visa documentation can be accepted for a manual check.

❖ **Online Check: Using the Home Office online service**

The majority of visa holders will hold an eVisa and use this service to demonstrate their right to work in the UK.

Certain visa holders will demonstrate their right to work using original documentation. Please refer to the [Acceptable Documents for Right to Work Checks section](#) to confirm which original visa documentation can be accepted for a manual right to work check.

❖ **Employer Checking Service**

This service is used to obtain a Positive Verification Notice (PVN). PVNs are required where:

- An individual provides certain original documentation and a PVN is needed to go with that documentation to make a full right to work check.
- Someone's original visa is expiring but they have submitted an application to remain in the UK.
- There are issues with the online right to work check service

If a PVN is required, this would be requested by the HR team. Individuals are not permitted to commence work until a full check is complete.

❖ **Third Party Provider – Yoti**

We use a third party provider to perform right to work checks on our behalf for British or Irish nationals who hold a current passport.

This service is currently used for our substantive employees who are appointed via HR and for External Examiners. There may be scope in the future to extend this check to other worker categories.

Home Office Online Interactive Tool

The Home Office have introduced an online interactive tool to [check if someone can work in the UK](#). This will advise what kind of check should be undertaken. Where you are advised to take copies of documentation, please ensure the copies are taken and annotated as per Step 3 of the Manual Document check process shown below.

How To Videos

We have produced some instructional How To videos to compliment the information provided within this document and guide you through each process:

- ❖ [Right to Work Checks: How To Video](#)
- ❖ [Right to Work Checks Using the Yoti System – How To Video](#)

Conducting a Manual Document Based Check

This is a three step process:

1. Obtain
2. Check
3. Copy

All three steps must be completed to ensure we have undertaken a check in the prescribed manner, in order to establish a statutory excuse.

Step 1: Obtain

There is a list of documents which are deemed acceptable when proving someone has the right to work.

Please refer to the [Acceptable Documents for Right to Work Checks](#) for further information on which documents can be accepted.

You must obtain **original** documents from either List A or List B (Group 1 or 2):

- List A documents are for those with a permanent right to work in the UK and no further right to work check is required during their employment with us.
- List B documents are for those with a temporary right to work in the UK. A follow-up right to work check will be required before their current right to work expires. HR will undertake any follow-up checks.

Please Note: Some individuals will be required to provide more than one document to evidence their right to work in the UK. For example, if a UK birth certificate is provided, an official document which shows their national insurance number is also required. The birth certificate on its own is not a valid right to work check.

Where a Positive Verification Notice or validation from the Home Office Employer Checking Service is required to go with the original documentation, the HR Team will use this service to undertake the check. Individuals are not permitted to commence work until this has been received.

If a positive outcome is received, and work is permitted, HR will notify the recruiting manager and advise of any restrictions on their right to work in the UK. Only at that point can the individual begin employment, subject to any other pre-employment checks.

Unacceptable Documents

- ❖ Driving Licences
These do not evidence someone's right to work in the UK instead documentation from List A or B must be provided.
- ❖ EU Passports or Identity Cards
EU/EEA/Swiss nationals must now evidence their right to work by providing a share code for an online right to work check. This excludes Irish nationals who can continue to evidence their right to work in the UK by producing a passport or passport card showing there are a national of the Republic of Ireland.
- ❖ Visa in an Expired Passport
The individual must apply to replace their visa (or wet ink stamp) in their passport with an eVisa. This includes those with indefinite leave to remain in the UK.

❖ Biometric Residence Permits, Biometric Residence Cards and Frontier Work Permits
We can no longer accept these documents as evidence of someone's right to work. Instead, they are required to evidence their right to work using the **Home Office online service only**.

❖ Tier 2/Skilled Worker Visa Holders Elsewhere
Those who hold a Tier 2 or Skilled Worker Visa which is sponsored by another organisation are not automatically permitted to commence employment with the University. In some cases, individuals may undertake additional work (known as 'supplementary employment') with a Tier 2/Skilled Worker visa subject to the following:

- it must be for no more than 20 hours per week
- the worker must continue working in the job for which their Certificate of Sponsorship (CoS) was assigned.
- it must take place outside of the normal working hours for which the worker's CoS was assigned.
- it must be one of the following types of eligible employment:
 - in the same profession and at the same professional level as the work for which the worker's CoS was assigned.
 - a job which is in an occupation listed in [Appendix Immigration Salary List](#).
 - a job which is in an eligible SOC 2020 occupation code listed in Table 1, 2 or 3 of [Appendix Skilled Occupations](#).

In these instances, they will need to provide a letter from their current employer confirming their current role, occupation code and working pattern.

You will also need to ask whether they are undertaking any other supplementary employment with another employer to ensure they will not be doing more than 20 hours per week in total of supplementary employment.

An online right to work check will need to be undertaken and saved with the letter from their current employer to make a full right to work check.

If they are not going to be working under the supplementary work guidelines they will need to apply for a new Skilled Worker visa with the University of Huddersfield as their sponsor before they can commence employment.

Not all roles are able to be sponsored and this will be checked once interviews have been held and the preferred candidate is known.

Those applying to the Part Time Hourly Paid Pool would not be eligible for sponsorship.

❖ Application Registration Card (ARC) Holders
The ARC is used by asylum claimants to demonstrate they have made an asylum claim. An ARC on its own is not an acceptable document for a right to work check. In addition to undertaking a manual check of the ARC, a Positive Verification Notice must also be obtained through the Employer Checking Service. Both elements together form a complete and valid right to work check. This process must then be repeated every 6 months whilst they are in employment with the University.

Not all claimants for asylum are granted permission to work and those who are, must only be employed in certain roles:

- Claimants granted permission to work on or before 3 April 2024 are restricted to working in jobs on the [shortage occupation list](#) published by the Home Office. Their ARC will state “work permitted shortage OCC”.
- Claimants granted permission to work on or after 4 April 2024 are restricted to working in jobs on Appendix: [Immigration Salary List](#) published by the Home Office. Their ARC will state “Permission to Work para 360”.

Step 2: Check

When checking the validity of the documents you should ensure that you do this in the presence of the holder. This can be a physical presence in person or via a live video link but in both cases, you **must** be in possession of the original documents. For example, an individual may choose to send their documents to you by secure post to enable you to conduct the check with them via video call.

You must check that the documents are genuine and that the person presenting them is the prospective staff member/staff member and is allowed to do the type of work you are offering.

You must check that:

- ❖ **Photographs and dates of birth** are consistent across documents, where multiple documents are provided, and with the person’s appearance.
- ❖ **The documents are genuine and belong to the holder:** We are not expected to be experts in recognising fraudulent documents but are expected to reject a document where it is ‘reasonably apparent’ that the document is not genuine and/or does not belong to the holder.

You may wish to read the online guidance about recognising fraudulent identity documents - [Guidance on examining identity documents](#).

- ❖ **Difference in names across documents:** In these instances you must obtain further documentation (such as marriage certificate, decree absolute, deed poll etc) to explain any difference in names across documents. You must see the original documentation which confirms the name change and retain a copy with the right to work check.
- ❖ **Current/Expired documents:** If the list of acceptable documents states that the document must be current, you should check that it has not expired.

Where you are permitted to use an expired document to show that someone has the right to work in the UK then you must ensure that their image and date of birth is consistent with the appearance of the holder.

You will not obtain a statutory excuse if:

- ❖ the check is performed by an individual who is not employed by the University
- ❖ it is reasonably apparent that the person presenting the document is not the person referred to in that document, even if the document itself is genuine. The University may

be liable to prosecution if we know or have reasonable cause to believe that the individual does not have immigration permission to work

- ❖ you know that the individual is not permitted to undertake the work in question
- ❖ you know that the documents are false or do not rightfully belong to the holder

Step 3: Copy

You must make a **clear** copy of each document in its entirety as follows:

- ❖ **Passports:** Copies must include any page with the document expiry date, the holder's nationality, date of birth, signature, leave expiry date, biometric details, photograph and any page containing information indicating the holder has an entitlement to enter or remain in the UK (visa or entry stamp) and undertake the work in question. The front cover of a passport no longer needs to be copied.
- ❖ **All other documents:** The document in full, including both sides of an Immigration Status Document or Application Registration Card.

When photocopying documents please make sure that each copy captures the whole page or document so no edges or text is missing and ensure that the copies are clear and not distorted. Where possible please take colour copies of documentation.

Where an individual has sent you a scanned copy or photo of their right to work documentation, those images cannot be used to form part of the right to work check. Instead, clear copies of the original documentation must be made by a university staff member at the time of the right to work check being undertaken. This is to ensure we are being fully compliant and are undertaking right to work checks in line with Government guidance.

You must add the following to **each** photocopy taken:

- ❖ The phrase: "Right to work check undertaken on *[insert date]*."
Simply writing the date of the check is not sufficient. We need to record that the copy has been taken for right to work purposes
- ❖ Your full name (written legibly)

You are no longer required to complete a Right to Work Checklist.

Conducting an Online Right to Work Check

Most visa holders will have an eVisa and use the online service to demonstrate their right to work in the UK.

Certain visa holders will demonstrate their right to work using original documentation. Please refer to the [Acceptable Documents for Right to Work Checks section](#) to confirm which original visa documentation can be accepted for a manual right to work check.

If there are any issues with the Home Office online service, a Positive Verification Notice (PVN) will need to be obtained through the Employer Checking Service. If a PVN is required, this would be requested by the HR team.

Individuals are not permitted to commence work until either the online check has been completed or a PVN obtained, where applicable.

Step 1: Use the Home Office Online Service

Visa holders who can use the online service will generate a share code to enable employers (or prospective employers) to access their right to work profile.

A share code is valid for 90 calendar days from the point it is issued and can be used as many times as needed within that time.

The individual may provide the share code to you directly, or they may choose to send this to you via the service. If they choose to send it to you via the service, you will receive an email from right.to.work.service@notifications.service.gov.uk.

Individuals will need to request a share code using the Gov.uk [‘Prove your right to work to an employer’](#) service.

A share code for right to work purposes will start with the letter ‘W’. We cannot accept share codes which start with the letter ‘R’ or ‘S’ as these are designed for other services.

If a share code has expired, or the individual has used a code generated by another service, you must ask them to resend you a new right to work share code.

EXAMPLE: The image below is an example of the message an employer receives when an individual has sent their share code to them via the online service:



To check the person's right to work details, you will need to:

- ❖ access the service '[View a job applicant's right to work details](#)' via GOV.UK
- ❖ enter the 'share code' provided to you by the individual
- ❖ enter their date of birth
- ❖ enter University of Huddersfield

It is not sufficient to simply view the details provided to the individual on the migrant part of the service and doing so will not provide you with a statutory excuse.

Step 2: Check

You must check that the photograph on the profile page matches the appearance of the individual presenting themselves for work. This can be done in person or by video call.

The profile page will also state an end date if they have a temporary right to work in the UK. If they have a permanent right to work in the UK this will be stated. The profile page for those who hold EUSS Pre-Settled Status may not show an expiry date. This is because follow up checks are no longer required for visa holders with this status.

You must also check whether there are any restrictions listed which will prevent the individual from undertaking the work in question.

If the image of the individual on their digital profile is showing incorrectly or is of poor quality, you should advise the individual to update the image on their account. They can do this by visiting: [Update your Visas and Immigration account details](#).

In these instances, the online check will need to be re-done once the image has been updated and before employment can commence.

Students – Additional Information Required

When undertaking an online right to work check for a Student Visa holder we are required to get and keep details of their academic term and vacation times to go with the online profile page. Without that information, the right to work check is incomplete. The academic term and vacation times must cover the period they will be employed whilst on a Student visa. Best practice would be to get confirmation for their whole period of study where possible. Where it is not possible to obtain dates for their full period of study, a follow up check will be required.

If employing University of Huddersfield students in the part time hourly paid pool, the academic term and vacation times are provided in the application pack, otherwise these can be downloaded from the [website](#).

If employing students who are studying at another University you must obtain a letter or email from the individual's education provider confirming what their particular academic term and vacation times are. This letter or email should then be kept with the online right to work profile to make a fully compliant right to work check.

EXAMPLE: The image below is from the online service and shows the individual has a continuous right to work in the UK.

GOV.UK View a job applicant's right to work

BETA This is a new service - your [feedback](#) will help us to improve it.

Right to work

Erika Mustermann

They can work in the UK.

Details

They can work in any job. There is no limit on how long they can stay in the UK.

[Rotate](#)

If you employ this person

To avoid a [penalty](#), you must:

- check this looks like the person you meet face to face
- keep a secure copy of this online check (either electronically or in hard copy), for the duration of the employment and for 2 years after

You don't need to do the check again.

Read the [employers' code of practice](#) to find out more about right to work checks.

| Details of check | | |
|------------------|----------------|------------------|
| Company name | Date of check | Reference number |
| Acme Ltd | 8 January 2018 | WE-NDHSIDD-63 |

[Print page](#) [Download PDF](#)

[Finish and leave service](#)

EXAMPLE: The image below is from the online service and shows the individual has a time-limited right to work and confirms the date that their leave expires.

GOV.UK View a job applicant's right to work

BETA This is a new service - your [feedback](#) will help us to improve it.

Right to work

Erika Mustermann

They have permission to work in the UK from 19 October 2021. They can work in the UK until 19 November 2023.

Details

They can work in any job.

[Rotate](#)

If you employ this person

To avoid a [penalty](#), you must:

- check this looks like the person you meet face to face
- keep a secure copy of this online check (either electronically or in hard copy), for the duration of the employment and for 2 years after
- do this check again when their permission to be in the UK expires on 19 November 2023

Read the [employers' code of practice](#) to find out more about right to work checks.

| Details of check | | |
|------------------|----------------|------------------|
| Company name | Date of check | Reference number |
| Acme Ltd | 8 January 2018 | WE-BKFEUUN-64 |

[Print page](#) [Download PDF](#)

[Finish and leave service](#)

EXAMPLE: The image below is from the online service and shows the individual has a restricted, time-limited right to work. It confirms the hours they can work and the date that their permission to enter or stay expires.

The screenshot shows the GOV.UK 'Right to work' check page for Erika Mustermann. The page is titled 'Right to work' and 'View a job applicant's right to work'. It includes a 'BETA' notice and a 'Rotate u' button. The main content area is divided into sections: 'Right to work' (stating they can work in the UK until 19 November 2023), 'Details' (listing work hours: up to 10 hours a week during term time and full-time during holidays), 'Conditions' (listing restrictions: cannot work as a doctor/dentist in training, entertainer, professional sportsperson/coach, or self-employed), and 'If you employ this person' (listing requirements to avoid a penalty: check photo, keep copy, get details, and re-check before expiry). At the bottom, there is a 'Details of check' table and links for 'Print page' and 'Download PDF'.

| Details of check | | |
|------------------|----------------|------------------|
| Company name | Date of check | Reference number |
| Acme Ltd | 8 January 2018 | WE YVFCXEU-86 |

You must ensure that you print or download a copy of the profile page using one of the links at the bottom of the webpage as this document evidences the individual's right to work in the UK.

Please ensure that the copy printed or downloaded shows the company name, date of check and reference number.

Right to Work Checks for Transgender and Gender non-conforming Candidates

The requirement to provide proof of identity to confirm the right to work in the UK can be particularly sensitive for a trans candidate whose identification documentation may be in their previous names. The University will always ensure that a candidate is made aware of the full range of permissible identification documents and that the process of checking is handled sensitively and with respect for privacy of the individual.

Where a candidate's documentation reveals their previous name and thereby their gender history, this information will be kept confidential and stored securely with the permission of the individual and in accordance with the University's data protection policy.

Required Identity Documents

Government guidance states “You should conduct a right to work check before you employ a person to ensure they are legally allowed to do the work in question for you.”

We **do not** ask candidates to present their documents at interview stage, but they do need to present them once they receive a job offer, and before they can start working.

See the [Government’s ‘Right to work checks: an employer’s guide’](#) for full details of the requirements.

International Staff Members

Some countries do not have a process in place to enable their citizens to change their gender on identification documents. Trans people can also experience societal hostility and persecution. Consequently, some international staff members may seek to transition while working in the UK. Others may have had their self-defined gender legally recognised by another country and may be eligible to apply for a Gender Recognition Certificate (GRC).

Trans foreign nationals whose national authorities do not recognise changes to names and/or gender in their passports or national identity cards will be able to obtain an eVisa in their acquired name and gender, providing they person can demonstrate they are using the acquired name and gender for all purposes.

Where a trans person applies to become a British citizen, they will normally be naturalised in the name and gender contained in their passport, Home Office Travel Document and national identity card. However, when they have been unable to obtain a passport from their country in their acquired gender and were issued with a Biometric Immigration Document (BID) in their acquired name and gender they can be issued with a naturalisation certificate in the identity contained on their BID.

Trans people who hold non-British passports and identity cards in their former name and gender will normally be expected to align their other passport(s) or identity card(s) to reflect their acquired name and gender, so that they are using one name for all purposes, unless they are from a country that does not recognise their acquired gender and are unable to obtain a foreign passport in their new details.

International staff members who are only in the UK for a limited period may wish to use a preferred name and gender within the University but make no changes to their documentation from their own country. The University will need to keep copies of official documents for right to work purposes.

Changing Legal Name and Gender

A member of staff may wish to change their preferred name and/or legal gender as part of their transition, these changes can be made by the individual in MyHR. Staff members may also wish to change their title on their record – this can be changed by the individual notifying HR by email.

A full GRC gives a trans person the means to obtain a new birth certificate. Other official identification and services reflective of their preferred gender can be gained without a full GRC, including:

- ❖ a passport and driving license and the ability to change bank details.

The University would not ask to see a GRC certificate as it breaches the individual's right to privacy and is regarded as unlawful.

However, other permissible evidence could be requested which may take the form of:

- ❖ a statutory declaration or deed poll (enrolled or unenrolled) **for a change of name**
- ❖ or if a staff member has **changed their legal gender**, an amended birth certificate would suffice.

A deed poll can be created for free online, please see the [Gendered Intelligence website](#) for more information.

Due to current system restrictions, without evidence of a change of name, any correspondence (other than contracts of employment) run through the HR system can only be processed with preferred forename and not preferred surname.

Follow-Up Checks

Where an individual requires a follow-up check and they are a substantive post holder, or a member of the hourly paid pool, these will be undertaken by HR. Otherwise, checks should be undertaken by the relevant school or service.

Follow up checks for those with EUSS Pre-Settled Status are no longer required whilst they remain in employment with us. If a staff member leaves the University and returns following a break in service, a new right to work check must be undertaken before the new employment period begins.

Breaks in Service for Current Staff

The University will allow returning staff members to 're-use' their previous right to work check (where it remains valid) provided there has not been a break in service of more than 7 calendar days from the previous employment ending.

In all other cases a new right to work check must be undertaken before the new employment begins.

When re-using a previous right to work check, the existing right to work check **will not** be valid in the following circumstances:

- ❖ The document they used to evidence their right to work has expired. *This requirement does not apply to British or Irish passport holders as they are permitted to use an expired passport.*
- ❖ Their existing visa has expired
- ❖ Their existing visa is due to expire and they have applied for a new visa
- ❖ Since they last evidenced their right to work, they have obtained a different type of visa

- ❖ Their employment has changed and their existing right to work does not permit employment in their new role

In the above circumstances, a new right to work check will be required. It must be undertaken after their existing period of employment ends and before the new one starts.

How to Process/Retain/Dispose of Right to Work Check Copies

Once you have identified a preferred candidate and sent their documentation to HR you must destroy all copies of the right to work checks for all candidates. If you do not have access to a confidential waste bin please send these documents to HR for disposal.

If you hold any copies electronically please ensure that these are deleted and that you empty your deleted items folder.

In line with the University's retention and disposal schedule, right to work documentation for staff members will be kept securely within HR on the individual's file and documentation for all other candidates will be destroyed or deleted accordingly.

Acceptable Documents for Right to Work Checks

Where a right to work check has been conducted using the Home Office online service, the information is provided in real-time directly from Home Office systems and there is no requirement to check any of the documents listed below.

List A

Contains the range of documents you may accept for a person who has a permanent right to work in the UK. If you conduct the right to work check correctly before employment begins, you will establish a continuous statutory excuse for the duration of that person's employment with you. You do not have to conduct any further checks on this individual.

1. A passport (**current or expired**) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.

*A clipped passport (identified by the corners of certain pages in the passport being cut/removed) is a cancelled document and therefore **not acceptable** as proof of right to work, instead other documentation must be provided to evidence a right to work.*

2. A passport or passport card (**in either case, whether current or expired**) showing that the holder is an Irish citizen.

*A clipped passport (identified by the corners of certain pages in the passport being cut/removed) is a cancelled document and therefore **not acceptable** as proof of right to work, instead other documentation must be provided to evidence a right to work.*

3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to

the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.

4. 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.

Definition includes those with a document which shows that the holder is entitled to readmission to the UK (RUK endorsement) and ILR endorsements from a Crown Dependency.

5. 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.
6. A birth 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.

Definition includes a long or short birth certificate. Definition also includes a birth certificate issued by a UK diplomatic mission (British Embassy or British High Commission) and consular birth certificates.

7. A birth 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.
8. 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.

List B

Both Group 1 and Group 2 contain a range of documents you may accept for a person who has a temporary right to work in the UK. If you conduct the right to work check correctly, you will establish a time-limited statutory excuse. You will be required to conduct a follow-up check to retain your statutory excuse.

List B – Group 1

Documents where a time-limited statutory excuse lasts until the expiry date of permission to enter or permission to stay

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.

*This includes a **current** passport endorsed with a stamp showing an individual has been granted leave to enter and there are no work-related conditions attached. If, under the conditions of the individual's leave, work was restricted or prohibited the endorsement placed in the individual's passport would explicitly set that out as a condition.*

2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. 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.

List B – Group 2

Documents where a time-limited statutory excuse lasts for six months and require a Positive Verification Notice. Please contact HR if the right to work check is for one of the following.

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 **together with** a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, **together with** a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules **together with** a Positive Verification Notice from the Home Office Employer Checking Service.
4. 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.
5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.