

Documents

that prove eligibility to work in the UK



List 1 - Documents that provide the defence if produced alone

- a passport showing that the holder is a British citizen, or has the right of abode in the UK;
- a document showing that the holder is a national of a European Economic Area country (EEA) or Switzerland. This must be a national passport or national identity card;
- a residence permit issued by the UK to a national from an EEA country or Switzerland;
- a passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as the family member of a national from an EEA country or Switzerland;
- a passport or other travel document endorsed to show that the holder can stay indefinitely in the UK or has no time limit on their stay;
- a passport or other travel document endorsed to show that the holder can stay in the UK; and that this endorsement allows the holder to do the type of work you are 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.

Notes :

If one of these documents is checked and copied there is no need to ask for any further documents contained in List 2 below.

Defence can also be established by checking and copying a combination of two original documents included in the following lists.

continued overleaf...

List 2 - Documents that provide the defence if produced in combination

First combination

- a. 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.

Along with checking and copying a document giving the person's NI number it is necessary to check one of the following documents listed in sections B-H:

- b. a full birth certificate issued in the UK which includes the names of the holder's parents:

OR

- c. a birth certificate issued in the Channel Islands, the Isle of Man or Ireland;

OR

- d. a certificate of registration or naturalisation stating that the holder is a British citizen;

OR

- e. a letter issued by the Home Office which indicates that the person named in it can stay indefinitely in the UK or has no time limit on their stay;

OR

- f. an Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay indefinitely in the UK or has no time limit to their stay;

OR

- g. a letter issued by the Home Office which indicates that the person named in it can stay in the UK and this allows them to do the type of work being offered by the employer;

OR

- h. an Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay in the UK and this allows them to do the type of work being offered by the employer.

Second combination

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

Along with a document issued by Work Permits UK, one of the following should also be checked:

- b. a passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question;

OR

- c. a letter issued by the Home Office confirming that the person named in it is able to stay in the UK and can take the work permit employment in question.

Notes :

Defence will not be gained if one document from the first combination and one from the second combination is checked and copied.