



## **RIGHT TO LIVE & WORK GUIDANCE**

### **LIST A DOCUMENTS**

You must provide **original** documents from either List A or List B of acceptable documents for a manual right to work check.

If you hold EU settlement status or a Biometric immigration Document, you must provide a share code which can be obtained from **<https://www.gov.uk/prove-right-to-work>** and a home office online right to work check will be conducted.

#### **List A**

<b>Document</b>	<b>Insert <input checked="" type="checkbox"/></b>
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. Please note a clipped British or Irish passport is a cancelled document and therefore not acceptable proof of right to work.	
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.	
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 you have been granted unlimited leave to enter or remain under Appendix EU 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 <u>current</u> passport endorsed to show that you are exempt from immigration control, are allowed to stay indefinitely in the UK, have the right of abode in the UK, or have no time limit on your stay in the UK.	
5. A <u>current</u> Immigration Status Document issued by the Home Office to you with an endorsement indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK, <u>together</u> with an official document giving your permanent National Insurance number and your name issued by a government agency or a previous employer.	
6. A long or short birth or adoption certificate issued in the UK, together with an official document giving your permanent National Insurance number and your name issued by a government agency or a previous employer.	

7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, <u>together</u> with an official document giving your permanent National Insurance number and your 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 your permanent National Insurance number and your name issued by a government agency or a previous employer.	

### List B Group 1

Document	Insert <input checked="" type="checkbox"/>
1. A <u>current</u> passport endorsed to show that you are allowed to stay in the UK and are currently allowed to do the type of work in question.	
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 you have been granted limited leave to enter or remain under Appendix EU 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 <u>current</u> immigration status document containing a photograph issued by the Home Office to you with a valid endorsement indicating that you may stay in the UK and are allowed to do the type of work in question, <u>together</u> with an official document giving your permanent National Insurance number and your name issued by a government agency or a previous employer.	

### List B Group 2

Document	Insert <input checked="" type="checkbox"/>
1. A document issued by the Home Office showing that you have made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 <u>together</u> with a Positive Verification Notice from the Home Office Employer Checking Service.	
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that you have 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.	
2. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, showing that you have made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 <u>together</u> with a Positive Verification Notice from the Home Office Employer Checking Service.	
4. An application registration card issued by the Home Office stating that you are permitted to take the employment in question, <u>together</u> 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 you may stay in the UK and are permitted to do the work in question.	