

Right to Work Checklist

Name of name		
Name of person:		
Date of check:		
Type of check:	Initial check before employment Follow-up check on an employee	
Step 1 Obtain		
You must obtain original documents from either List A or List B of acceptable documents.		
	List A	
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.		
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 full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, 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 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.		
4 🗆 🐧	List B Group 1	
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.		
List B Group 2		
1. 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.		
2. 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.		
3. 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		

Step 2 Check			
You must check that the documents are genuine, that the person presenting them is the			
prospective employee or employee, the rightful holder and allowed to do the type of work you			
are offering.			
Are photographs consistent across documents and with the	Yes No N/A		
person's appearance?	Tes No N/A		
2. Are dates of birth consistent across documents and with the	Yes No N/A		
person's appearance?	Tes NO N/A		
•	Yes No N/A		
3. Are expiry dates for time-limited permission to be in the UK in the	Yes No NA		
future i.e. they have not passed (if applicable)?	Voc No No N/A		
4. Have you checked work restrictions to determine if the person is	Yes No N/A		
able to work for you and do the type of work you are offering? (for			
students who have limited permission to work during term-times,			
you must also obtain, copy and retain details of their academic term			
and vacation times covering the duration of their period of study in the			
UK for which they will be employed)	Vac Na Na N/A		
5. Are you satisfied the document is genuine, has not been tampered	Yes No N/A		
with and belongs to the holder?	V		
6. Have you checked the reasons for any different names across	Yes No N/A		
documents (e.g. marriage certificate, divorce decree, deed poll)?			
(Supporting documents should also be photocopied and a copy			
retained.)			
01 0.0			
Step 3 Copy			
You must make a clear copy of each document in a format which cannot later be altered, and			
retain the copy securely: electronically or in hardcopy. You must copy and retain:			
1. Passports: any page with the document expiry date, nationality, date of birth, signature,			
leave expiry date, biometric details and photograph, and any page containing information indicating			
the holder has an entitlement to enter or remain in the UK and undertake the work in question.			
2. All other documents: the document in full, both sides of a Biometric Residence Permit.			
You must also record and retain the date on which the check was made.			
Macousthe time of everyon year house			
Know the type of excuse you have			
If you have correctly carried out the above 3 steps you will have an excuse against liability for a			
civil penalty if the above named person is found working for you illegally. However, you need to be			
aware of the type of excuse you have as this determines how long it lasts for, and if, and when you			
are required to do a follow-up check.			
The documents that you have checked and copied are from:			
1. List A You have a continuous statutory excuse for the full duration of the person's			
employment with you. You are not required to carry out any repeat right to work checks on this			
person.			
2. List B: Group 1 You have a time-limited statutory excuse which expires when the			
person's permission to be in the UK expires. You should carry out a follow-up check when the			
document evidencing their permission to work expires.			
document evidencing their permission to work expires.			
3. List B: Group 2 You have a time-limited statutory excuse which expires 6 months from			
the date specified in your Positive Verification Notice. This means that you should carry out a			
follow-up check when this notice expires.			
• • • • • • • • • • • • • • • • • • • •			
Date follow-up check required:			