

# RIGHT TO WORK AND IDENTITY DOCUMENT CHECKLIST



## Step 1 (Physical Check)

As an Employer, Reach Academy South Trust must obtain and check original documents from either **List A** or **List B** of acceptable documents (see below) for a physical (manual) right to work check before your new starter commences their employment with the Reach Academy South Trust. As validating officer please complete the form below and return to [Recruitment@reachsouth.org](mailto:Recruitment@reachsouth.org)

In order to demonstrate their right to work in the UK and to verify an employee's identity they need to provide the Trust as their prospective employer with a range of documents. **This is a legal requirement of the Trust and ensures compliance with safer recruitment checks and Keeping Children Safe in Education (KCSIE) legislation.**

They need to provide at least three original documents from the following two lists below, however they **MUST** provide at least one from the right to work documents list and one of the documents must show their current residential address. These documents should be copied, signed, verified (dated day of the check) and kept securely in their individual employment record. It is your responsibility as their Manager to ensure the checks/validation of the original documents has been carried out prior to their start date.

You must obtain original documents from either **List A** and/or **List B** of acceptable documents (see list below) for a manual right to work check to be conducted correctly.

### Step 1 (Provide)

**As an Employer, Reach Academy South Trust must obtain and check original documents from either List A or List B of acceptable documents for a Physical (manual) right to work check.**

The employee must **provide original** documents from either **List A** or **List B** of acceptable documents. As the Validating Officer you must check that the documents are genuine and 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.

#### Route 1

- Employee **must** be able to show:
  - 1 document from **List A**
  - 2 further documents from either **List A, List B: Group 1, List B: Group 2**

At least one document **must** show the person's current address (please refer to List of Acceptable Official Documents)

#### Route 2

- If the person does not have any of the documents in List A then they must be able to show:**
  - 1 document from **List B: Group 1**
  - 2 further documents from either **List B: Group 1 or List B: Group 2**

At least one document **must** show the person's current address (please refer to List of Acceptable Official Documents)

If employee is an EEA national who's been resident in the UK for 5 years or less they may need to be fingerprinted if they cannot show these documents

#### Route 3

- This route can only be used where it is impossible to process the DBS application through routes 1 or 2.

The person **must** be able to show:

- A full birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands)
- One document from List B: Group 1. (previously **Group 2a**)
- 3 further documents from List B: Group 1 or 2 (previously **Group 2a or Group 2b**)

At least one document **must** show the person's current address (please refer to List of Acceptable Official Documents below)

EEA nationals who've been resident in the UK for 5 years or less cannot use **Route 3**.

## RIGHT TO WORK DOCUMENTS LIST

### List A

1. A **passport** (current or expired) 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** (current or expired) 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 **current** document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
4. 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 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.
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.

### 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 - BRP) 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 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 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.
5. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has 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. <b>Entry to be removed – refer to List B, Group 2, no. 2.</b>
6. A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
7. 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, <b>together with an official document</b> 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 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 on or before 30 June 2021 together with a <b>Positive Verification Notice</b> from the Home Office Employer Checking Service
2. 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 to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 together with a <b>Positive Verification Notice</b> from the Home Office Employer Checking Service. <b>Entry amended.</b>
3. An application registration card issued by the Home Office stating that the holder is permitted to take the employment in question, <b><u>together with a Positive Verification Notice</u></b> from the Home Office Employer Checking Service.
4. A <b><u>Positive Verification Notice</u></b> 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.
5. A Certificate of Application (digital or 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. Additional document entered on list.

\*Please note you must obtain original documents from either List A or List B of acceptable documents for a manual right to work check.

## EXAMPLES OF ACCEPTABLE OFFICIAL DOCUMENTS LIST

\*Please note that if online statements are provided these must be verified/stamped by the company/provider.

**Below is a list of (original) documents that can be presented along with other requested documents in Groups (where applicable) above:**

- **A UK or EEA Mortgage Statement issued within the last 12 months.** *(Proof of Identity/Address)*  
 Notes: If submitting a print copy of mortgage statement from your online account with your Mortgage Lender the copy must be verified (and stamped) by your Mortgage Lender for it to be valid. Alternatively, please provide a bank issued statement (copy)
- **A UK or Channel Islands bank or building society statement issued within the last 3 months.** *(Proof of Identity/Address)*  
 Notes: If submitting a print copy of bank statement from your online account with your Bank or Building Society the copy must be verified (and stamped) by your Bank for it to be valid. Alternatively, please provide a bank/building society issued statement (copy)
- **A bank or building society statement (hardcopy) from a country in the EEA or outside of the EEA. Issued within the last 3 months and branch must be in the country where you live and work.** *(Proof of Identity/Address)*  
 Notes: If submitting a print copy of bank statement from your online account with your Bank or Building Society the copy must be verified (and stamped) by your Bank for it to be valid. Alternatively, please provide a bank/building society issued statement (copy)
- **A UK or Channel Islands bank or building society opening confirmation letter issued within the last 3 months.** *(Proof of Identity/Address)*
- **A UK or Channel Islands credit card statement issued within the last 3 months.**  
 Notes If submitting a print copy of your credit card statement from your online account with your credit card company the copy must be verified (and stamped) by the company for it to be valid. Alternatively, please provide a Credit Card Company issued statement (copy) *(Proof of Identity/Address)*
- **A UK or Channel Islands financial statement, for example pension or endowment issued within the last 12 months** *(Proof of Identity/Address)*
- **A UK or Channel Islands P45 or P60 issued within the last 12 months – original document** *(Proof of eligibility to work in UK where passport is unavailable)*
- **A UK or Channel Islands council tax statement issued within the last 12 months** *(Proof of Identity/Address)*
- **A valid letter of sponsorship from future employment provider.** *(Proof of eligibility to work in UK where passport/visa is unavailable)*  
 Notes: Non-UK or Non-EEA only – valid only if you are residing outside of the UK at the time of application.
- **A UK utility bill (not a mobile telephone bill) issued within the last 3 months** *(Proof of Identity/Address)*
- **A UK benefit statement, for example Universal Credit, Child Benefit or Pension issued within the last 3 months** *(Proof of Identity/Address)*
- **A UK or Channel Islands central or local government agency, or local council document giving entitlement, for example form the Department for Work and Pensions, the Employment Service, HMRC. Must be issued within the last 3 months.** *(Proof of Identity/Address)*
- **A UK or Channel Islands driving licence (photo card ID)** *(Proof of Identity/Address)*
- **A valid UK, Isle of Man or Channel Islands cards carrying PASS accreditation logo.** *(Proof of Identity/Address)*

- A **valid letter from a Headteacher or College Principle.** (*Proof of Identity*)  
Notes: UK only for 16-19 years olds in full time education (only to be used in exceptional circumstances if other documents cannot be provided)
- A **valid UK, Isle of Man or Channel Islands cards carrying PASS accreditation logo.** (*Proof of Identity*)

## Example of Acceptable Combinations

### Combination 1

#### List A

- UK Passport (valid/in date or expired)  
*As proof of eligibility to reside and work in UK*
- Official document such as bank statement
- Or Utility bill which is dated within last 3 Months  
*As proof of current address*

UK Passport must be valid/in date if used  
*As proof of identity*

### Combination 2

#### Where **List A** document unavailable

- Official Document with National insurance number on e.g.P45/P60/payslip NI Number must be presented where List A doc is not available  
*As proof of eligibility to work in the UK*
- Driving Licence (valid/in date)
- Full Birth Certificate  
*As proof of Identity and/or address*
- Official document such as bank statement or Utility bill which is dated within last 3 months  
*As proof of current address*

### Combination 3

#### Where **List A** document unavailable

#### List B

- Residence Permit (BRP Card) or Visa  
*As proof of eligibility to reside and/or work in the UK*
- Confirmation of Application to Home Office for leave to enter or remain in the UK  
*As proof of eligibility to reside/remain in the UK*
- Non-UK Passport (valid/in-date)  
*As proof of identity*

### Combination 4

#### Where photo ID is not currently available

- Then employee must present a
- Passport photo that has been verified by an appropriate person who has known them for 2 years or more  
*As proof of identity*
- **List A**
- Full Birth Certificate
- Official Document with National insurance number on e.g.P45/P60  
*As proof of eligibility to work and reside in the UK*

If you are unsure which documents you need to provide please contact the HR Team on 01752 422955 or email [recruitment@reachsouth.org](mailto:recruitment@reachsouth.org) for further advice.

[Sample] 'Official Documents' Accepted (originals must be verified)



Payslip

P60



Bank Statement (within last 3 months)

Driving Licence



PASS ID Card

Residence Permit (also known as a BRP – Biometric Residence Card)



Visa

Passport

### Step 2 (Document Checks)

**You must check that the documents are genuine and that the person presenting them is the prospective employee, the rightful holder and allowed to do the type of work you are offering.**

1. Are photographs consistent across documents and with the person's appearance?
2. Are dates of birth correct and consistent across documents?
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (For students who have limited permission to work during termtime, 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.)
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)

### 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 (where Electronic P:Files are not in place).**

Please ensure that all 'four corners' of the document and any company Headers/Logos are visible on the copy taken for verification.

**You must copy and retain the following:**

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.

### Statutory Excuse Information

**If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if a 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.**

#### 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.

#### 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.

#### 3. List B: Group 2

You have a time-limited statutory excuse which expires six 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.

## Additional/Updated Information on EEA Citizens

Since 1 July 2021, EEA citizens and their family members are required to have immigration status in the UK. You can no longer rely on an EEA passport or national identity card, which only confirms your nationality, to prove your right to work. They are required to provide evidence of lawful immigration status in the UK, in the same way as other foreign nationals.

Irish citizens continue to have unrestricted access to work in the UK. From 1 July 2021, they can prove their right to work using their Irish passport or Irish passport card, or their Irish birth or adoption certificate 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. 40 Irish citizens can also apply for a frontier worker permit, this permit can be issued digitally or as a physical permit, so they may choose to prove their right to work using the Home Office online right to work service or present their physical permit if they have one

Since 1 July 2021, the majority of EEA citizens prove their right to work using the Home Office online services. If using this service you will need to provide a share code and your date of birth which will enable the Reach South Academy Trust to check your Home Office immigration status.

If an EEA citizen has been granted '**Settled Status**' by the Home Office, they will have a continuous right to work, in the same way as someone with Indefinite Leave to Enter / Remain status.

If an EEA citizen has been granted '**Pre-Settled Status**' by the Home Office, they will have a time-limited right to work and the employer must carry out a follow-up check. The Home Office online service will advise when a follow-up check must be carried out.

### Exceptions to the Home Office online service when proving right to work

Since 1 July 2021, EEA citizens who do not have leave granted under the EUSS are required to evidence their UK immigration status for the purposes of right to work, using documents as set out in legislation. These are detailed below:

- Frontier Worker Permits
- Service Provider from Switzerland visas
- Outstanding applications to UK EUSS
- Outstanding applications to Crown Dependency EUSS
- Indefinite Leave to Enter/Remain
- Points-Based System visas

More information on how to conduct a manual and online check can be found in guidance at [GOV.UK/government/collections/right-to-work-checks](https://www.gov.uk/government/collections/right-to-work-checks).



**FOR HR/RECRUITMENT  
USE ONLY**



## **Home Office online right to work checking service**

**Currently, the online checking service supports checks in respect of those who hold:**

- a biometric residence permit; or
- a biometric residence card; or
- status issued under the EU Settlement Scheme; or
- status issued under the points-based immigration system; or
- British National Overseas (BNO) visa; or
- Frontier Worker permit

**There are three basic steps to conducting an online right to work check:**

1. use the Home Office online right to work checking service (the 'View a job applicant's right to work details' page on GOV.UK) in respect of an individual and only employ the person, or continue to employ an existing employee, if the online check confirms they are entitled to do the work in question;
2. satisfy yourself that any photograph on the online right to work check is of the individual presenting themselves for work; and
3. retain a clear copy of the response provided by the online right to work check (storing that response securely, electronically or in hardcopy) for the duration of employment and for two years afterwards

More information on how to conduct a manual and online check can be found in guidance at [GOV.UK/government/collections/right-to-work-checks](https://www.gov.uk/government/collections/right-to-work-checks).