

# Right to Work

All staff are required to produce original right to work documents to prove they have the right to work in the United Kingdom.

An extract of accepted right to work documents is below. A full list of from the Home Office can be found [here](#).

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## Right to Work

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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8. A birth (short or long) 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.

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9. A birth (short or long) 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.

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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.

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The most common documents most staff provide are bullet point 1 or 8:

1. Their British passport, or
2. Their birth/adoption certificate **and** National Insurance number document.

### **Important Additional Information**

If your right to work document has an expiry date, we cannot accept this document and you would need to provide an alternative document.

If your document is **not** in your current name, you must provide all documents showing these changes from the name on the document to your present name, without any gaps (this includes **all** marriage, divorce, and deed poll certificates).

**Should you wish to discuss right to work documents before you complete your new starter details, please contact a member of HR on 020 7186 9507**

