

Citizenship Identification Documents to Present at Interview

Verification of Citizenship – Asylum & Immigration Act 1996 (section 8)

Since 29th February 2008, employers are criminally liable for employing a person not authorised to work in this country unless they can prove that they have checked that person's status prior to starting work through sight of **one** of the documents from **List A** or, if not possible, documents from **List B with annual checks** until a List A document is produced which indicates that the employee can remain permanently in the UK.

List A:

- A passport showing that the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing that the holder is a national of the European Economic Area (EEA) or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border & Immigration Agency to a national of an EEA country or Switzerland.
- A permanent residence card issued by the Home Office or the Border & Immigration Agency to a national of an EEA country or Switzerland.
- A Biometric Immigration Document issued by the Border & Immigration Agency to the holder that indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on his or her stay in the UK.
- A passport or other travel document 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 his or her stay in the UK.

Combination documents:

- An official document giving the person's permanent national insurance number and his or her name issued by a government agency or a previous employer; and:
 - An Immigration Status Document issued by the Home Office or the Border & Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on his or her stay in the UK; or
 - A full birth certificate issued in the UK that includes the name(s) of at least one of the holder's parents.
 - A full adoption certificate issued in the UK that includes the name(s) of at least one of the holder's adoptive parents.
 - A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
 - An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
 - A certificate of registration or naturalisation as a British citizen.
 - A letter issued by the Home Office or the Border & Immigration Agency to the holder that indicates that the person named in it is allowed to stay indefinitely in the UK.

If you do not have any of the above then you may bring a combination of the documents listed below to interview:

List B:

- A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A Biometric Immigration Document issued by the Border & Immigration Agency to the holder that indicates that the person named in it can stay in the UK and is allowed to do the work in question.
- A residence card or document issued by the Home Office or the Border & Immigration Agency to a national of an EEA country or Switzerland.

Combination documents:

- A work permit or other approval to take employment issued by the Home Office or the Border & Immigration Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office or the Border & Immigration Agency to the holder or the employer or prospective employer confirming the same.
- A certificate of application issued by the Home Office or the Border & Immigration Agency to a national of an EEA country or Switzerland stating that the holder is permitted to take employment that is less than six months old when produced in combination with evidence of verification by the Border & Immigration Agency Employer Checking Service.
- An Application Registration Card issued by the Home Office or the Border & Immigration Agency stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the Border & Immigration Agency Employer Checking Service.
- An official document giving the person's permanent national insurance number and his or her name issued by a government agency or a previous employer; plus
 - An Immigration Status Document issued by the Home Office or the Border & Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the UK, and is allowed to do the type of work in question, when produced in combination with.
 - A letter issued by the Home Office or the Border & Immigration Agency to the holder or the employer or prospective employer that indicates that the person named in it can stay in the UK and is allowed to do the work in question.

Failure to produce these documents may delay the recruitment process

This action is taken in compliance with the requirements of the law and is in no way intended to be discriminatory or to prevent those who require a work permit from securing employment. If you have any enquiries, please contact the Human Resources team.