

Appendix 1

List A

Prospective employees only need to produce ONE of the following documents:

- A passport showing that the holder is a British citizen.
- A passport showing that the holder is a citizen of the UK and Colonies and includes the words 'holder has the right of abode in the UK'.
- A passport or national identify card showing that the holder is a national of an EEA country or Switzerland.
- A resident permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of an EEA country or Switzerland.
- 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 their stay in the UK

If they cannot produce one of the single documents listed above, prospective employees need to produce the following documents in the combinations specified:

- An official document issued by a previous employer or Government agency e.g. HM Revenue and Customs, the Department for Work and Pensions, Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency, which contains the permanent National Insurance number and name of the person.

AND one of the following documents:

- An Immigration Status Document issued by the Home Office or Border and 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 their stay in the UK.
- A full birth certificate issued in the UK which includes the name(s) of at least one of the holder's parents.
- A full adoption certificate issued in the UK which 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 and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK.

List B

Prospective employees only need to produce ONE of the following documents:

- 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 the work permit.
- A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which 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 and Immigration Agency to a family member of a national of an EEA country or Switzerland.

If they cannot produce one of the single documents listed above, prospective employees need to produce the following documents in the combinations specified:

First Combination

- A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency **AND** 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 and Immigration Agency to the holder or the employer or prospective employer confirming the same.

Second Combination

- A Certificate of Application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old and checked by the Border and Immigration Agency Employer Checking Service **OR** an Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment.

Third Combination

- A document issued by a previous employer or Government agency, which contains the National Insurance number and name of the holder. **PLUS** an Immigration Status Document issued by the Home Office or the Border and 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 **OR** a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question.