**RIGHT TO WORK**

All NHS Organisations must prevent illegal working in the UK by carrying out document checks on all new employees before employing them to make sure they are allowed to work in the UK.

To confirm that you have a legal right to work in the UK, we must see either one of the documents **or** a combination of documents as specified in Lists A. No other documents or combinations of documents are acceptable.

Only those documents listed are acceptable. All documents must be originals. Photocopies are not acceptable.

**List A: Single acceptable documents (1 from this list)**

* 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
* A passport or national identity card showing that 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
* A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland
* A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland
* 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
* 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

**List A: Acceptable document combinations (2 from this list)**

The documents listed below can be accepted where produced with an official document giving

the individual’s permanent National Insurance (NI) number and name. This could be a P45, P60,

National Insurance Card, or a letter from a Government agency or previous employer:

* 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
* 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
* A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland
* A certificate of registration or naturalisation as a British citizen

**\*\* If you are unable to provide the necessary documentation, please contact the Voluntary Services Team as soon as possible to ask for further information \*\***  PH-S March 2018

**DBS Documents the applicant must provide**

Criminal Records Bureau (CRB) checks are now called Disclosure and Barring Service (DBS) checks. The person going through a DBS check (the applicant) must give their employer original documents (not copies) to prove their identity.

Also required is documentary proof of your National Insurance Number.

The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

**Route 1**

The applicant must be able to show:

* one document from Group 1, below
* 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant’s current address.

**Route 2**

If the applicant doesn’t have any of the documents in Group 1, then they must be able to show:

* one document from Group 2a
* 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant’s current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

**Route 3**

Route 3 can only be used if it’s impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

* a birth certificate issued after the time of birth (UK and Channel Islands)
* one document from Group 2a
* 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant’s current address. If the applicant can’t provide these documents they may need to be fingerprinted.

**Continuation sheets** The applicant can [download a DBS continuation sheet](https://www.gov.uk/government/publications/dbs-continuation-sheet) for additional information they can’t fit on the DBS application form.

**Unusual addresses** The applicant must make sure they fill in the address part of the form correctly if they have an [unusual address](https://www.gov.uk/government/publications/dbs-unusual-addresses-guidance/dbs-unusual-addresses-guide), for example if they live abroad, in student accommodation or a hostel.

**Group 1: Primary identity documents**

| **Document** | **Notes** |
| --- | --- |
| Passport | Any current and valid passport |
| Biometric residence permit | UK |
| Current driving licence photocard - (full or provisional) | UK, Isle of Man, Channel Islands and EU |
| Birth certificate - issued within 12 months of birth | UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces |
| Adoption certificate | UK and Channel Islands |

**Group 2a: Trusted government documents**

| **Document** | **Notes** |
| --- | --- |
| Current driving licence photocard - (full or provisional) | All countries outside the EU (excluding Isle of Man and Channel Islands) |
| Current driving licence (full or provisional) - paper version (if issued before 1998) | UK, Isle of Man, Channel Islands and EU |
| Birth certificate - issued after time of birth | UK, Isle of Man and Channel Islands |
| Marriage/civil partnership certificate | UK and Channel Islands |
| HM Forces ID card | UK |
| Firearms licence | UK, Channel Islands and Isle of Man |

All driving licences must be [valid](https://www.gov.uk/driving-nongb-licence).

**Group 2b: Financial and social history documents**

| **Document** | **Notes** | **Issue date and validity** |
| --- | --- | --- |
| Mortgage statement | UK or EEA | Issued in last 12 months |
| Bank or building society statement | UK and Channel Islands or EEA | Issued in last 3 months |
| Bank or building society account opening confirmation letter | UK | Issued in last 3 months |
| Credit card statement | UK or EEA | Issued in last 3 months |
| Financial statement, for example pension or endowment | UK | Issued in last 12 months |
| P45 or P60 statement | UK and Channel Islands | Issued in last 12 months |
| Council Tax statement | UK and Channel Islands | Issued in last 12 months |
| Work permit or visa | UK | Valid up to expiry date |
| Letter of sponsorship from future employment provider | Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application | Must still be valid |
| Utility bill | UK - not mobile telephone bill | Issued in last 3 months |
| Benefit statement, eg Child Benefit, Pension | UK | Issued in last 3 months |
| Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC | UK and Channel Islands | Issued in last 3 months |
| EU National ID card | - | Must still be valid |
| Cards carrying the PASS accreditation logo | UK, Isle of Man and Channel Islands | Must still be valid |
| Letter from head teacher or college principal | UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided | Must still be valid |