



orbital

Proof of Eligibility to Work in the UK

In accordance with the amendment to the Immigration, Asylum, and Nationality Act 2006, effective from February 29th 2008, you are required to provide proof of the Right to Work in the UK. Below are two lists detailing the documents which provide evidence of this right.

LIST 1

A photocopy of **one** of the documents listed below will provide the necessary evidence of the right to work in the UK.

- A passport showing that the holder is a British citizen, or has the right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country* or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the United Kingdom to a national from the European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work the employer is offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

*The following countries are part of the EEA:

Austria; Belgium; Denmark; Finland; France; Germany; Greece; Iceland; Ireland; Italy; Liechtenstein; Luxembourg; Netherlands; Norway; Portugal; Spain; Sweden; United Kingdom; Cyprus; Czech Republic; Estonia; Hungary; Latvia; Lithuania; Malta; Poland; Slovakia; Slovenia; Bulgaria and Romania.



LIST 2

Photocopies of **two** of the documents in the combinations listed below will provide evidence of the right to work in the UK.

FIRST COMBINATION

- A)** A document giving a person's permanent National Insurance number and name.
This could be a: P45, P60, National Insurance card, or a letter from a Government agency
AND one of the following documents
- B)** A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents **or**
- C)** A birth certificate issued in the Channel Islands, the Isle of Man or Ireland **or**
- D)** A certificate of registration or naturalisation stating that the holder is a British citizen **or**
- E)** A letter issued by the Home Office which indicates that the person named in it can stay indefinitely in the United Kingdom or has no time limit on their stay **or**
- F)** An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom or has no time limit on their stay **or**
- G)** A letter issued by the Home Office which indicates that the person named in it can stay in the United Kingdom; and this allows them to do the type of work that the employer is offering **or**
- H)** An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay in the United Kingdom; and this allows them to do the type of work that the employer is offering.

SECOND COMBINATION

- A)** A work permit or other approval to take employment that has been issued by Work Permits UK
AND one of the following documents
- B)** A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question **or**
- C)** A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.