**List B – acceptable documents for manual right to work checks for time-limited permission to work in the UK**

**Section 1: Personal Details**

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| **Candidate Name:**  | **Department:**  |

**Section 2: acceptable documents to establish a time-limited statutory excuse:**

Documents listed below can be presented on their own as evidence of **limited** eligibility to work in the UK. You must be satisfied that the documents presented to you appear to be a true and legitimate document. If you are not, ask for further documentation from the candidate. If you are satisfied, please take clear photocopies of all relevant documents.

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|  | **✓** |
| **Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave** |  |
| **1.** A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question. |  |
| **2.** A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules. |  |
| **3.** A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **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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|  | **✓** |
| **Group 2 – Documents where a time-limited statutory excuse lasts for six months. Please contact your HR team if you are presented with a document in this section.** |  |
| **1.** A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 **together with a** **Positive Verification Notice** from the Home Office Employer Checking Service. |  |
| **2.** A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter of remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.  |  |
| **3.** A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules 2008 or Appendix EU to the Isle of Man Immigration Rules **together with a** **Positive Verification Notice** from the Home Office Employer Checking Service. |  |
| **4.** An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service. |  |
| **5.** A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. |  |

**Section 3. Essential Action for all checks:**

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| **✓** |
| **Checking quality of documents** |  |
| Are photographs consistent with the appearance of the potential employee? (checks must be carried out face to face with all applicants) |  |
| Are dates of birth listed consistent with the appearance of the potential employee? |  |
| Are any expiry dates within the documentation still active and not yet passed? |  |
|  Are there any UK Government stamps or endorsements within the documentation which would allow the potential employee to undertake work on offer? |  |
| Do any of the documents presented have different names? If so, a third document should be requested to explain the reason for this e.g. a marriage certificate divorce document, deed poll, adoption certificate or statutory declaration. |  |

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| **✓** |
| **Following elements must be clear within the photocopy** |   |
| All pages containing individual’s personal details e.g. photograph, signature, and document expiry date etc. |  |
| Page(s) containing **most recent** UK Government stamp or endorsement (Biometric Residence Permit: front and back) which allows the individual to do the type of work being offered, including expiry date |  |

**Section 4: Copies forwarded to Human Resources:**

Please upload this document, along with the sign off sheet and a copy of the documents above to e-Recruitment at the same time as submitting the request to appoint.

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| **Check undertaken by (print name):**  |
| **Signature:**  |
| **Date on which this eligibility to work check was made:**  |

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| **Disposal of copies of non-appointed candidates** Photocopied information from candidates must be stored securely within the Department and disposed of as highly confidential material after the appointment to the vacancy has been made and documentation has been provided to HR.  |