In accordance with the Immigration, Asylum and Nationality Act 2006 and Council Policy it is a Council audit requirement that all candidates who are offered employment produce:

**A document issued** by a previous employer, Inland Revenue, 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 National Insurance number of the person named in the document. The document must show a permanent National Insurance number, rather than a temporary one. A temporary number is a National Insurance number beginning with TN, or ending with a letter between E and Z. Please note that a card or certificate issued by the Inland Revenue under the Construction Industry Scheme is not acceptable. The overwhelming number of job applicants who do not possess passports but are able to work here will already have been given a National Insurance Number by the Department for Work and Pensions' Jobcentre Plus. A person can apply for a National Insurance Number at their local Jobcentre Plus office.

Payslips are not accepted for proof of National Insurance number.

And (in accordance with legislation) one of the original documents or combinations of original documents in List A or List B below as proof that someone is allowed to work in the UK.

**Acceptable Documents List A**

1. 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
2. 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 (EEA) country or Switzerland
3. A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland
4. A permanent residence card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. 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 have no time limit on their stay in the UK
6. 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
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or have no time limit on their stay in the UK, together with an official document giving the persons permanent National Insurance number and their name issued by a Government agency or a previous employer
8. A full birth or adoption certificate issued in the UK including the name(s) of at least one of the holder’s parents or adoptive parents, 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.

9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland 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.

10. A certificate of registration or naturalization as a British citizen 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.

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

From January 1st 2014 Bulgarian and Romanian workers will no longer be subject to worker authorisation, and will be able to come to work (or look for work) in the UK on the same basis as other EU nationals.

Croatia** - A Croatian national can only work in the UK if they hold a valid accession worker authorisation document (permission to work) or if they are exempt from work authorisation.
If the individual does not have the above documents we can accept one of the documents from the list below. However please note that the Council will be required to request updated information ahead of the expiry date and failure to do so may result in the employment / engagement being terminated. When a Certificate of Application or an Application Registration Card is presented as evidence as right to work or the employee has no acceptable documents because they have an outstanding application to the Home Office or appeal against an immigration decision, the follow-up verification check is required 6 months after the date of the initial check.

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 current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. 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 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.

Group 2 – Documents where a time-limited statutory excuse lasts for 6 months

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. 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.
3. 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.

Bulgaria and Romania

From January 1st 2014 Bulgarian and Romanian workers will no longer be subject to worker authorisation, and will be able to come to work (or look for work) in the UK on the same basis as other EU nationals.

Croatia

Since 1 July 2013, as European Economic Area (EEA) nationals, Croatians have been able to move and reside freely in any European Union (EU) Member State. However, the UK has applied transitional restrictions on their access to the labour market under the Accession of Croatia (Immigration and Worker Authorisation)
Regulations 2013. Under these Regulations, a Croatian national who wishes to work in the UK and who is subject to the worker authorisation requirement will need to obtain an accession worker authorisation document (permission to work) before starting any employment.

This means that since 1 July 2013 a Croatian national can only work in the UK if they hold a valid accession worker authorisation document or if they are exempt from work authorisation.

Further information on the Accession of Croatia Regulations 2013 can be found at www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/preventingillegalworking/

DOCUMENTS THAT ARE NOT ACCEPTABLE FOR PROVING RIGHT TO WORK

The following documents are not acceptable for proving a person has the right to work in the UK and will not provide you with a statutory excuse against payment of a civil penalty:

- a Travel document showing that the person is allowed to stay in the UK
- a work permit or other approval to work issued by the Home Office
- a general Home office letter and or a Home Office Standard Acknowledgement Letter or Immigration Service Letter (IS96W) which states that an asylum seeker can work in the UK. If you are presented with these documents then you should advise the applicant to call us on 0151 237 6375 for information about how they can apply for an Application Registration Card
- a National Insurance number on its own in any format;
- a driving licence issued by the Driver and Vehicle Licensing Agency;
- a bill issued by a financial institution or a utility company;
- a passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar;
- a short (abbreviated) birth certificate issued in the UK which does not have details of at least one of the holder’s parents;
- a licence provided by the Security Industry Authority;
- a document check by the Disclosure & Barring Service;
- a card or certificate issued by the Inland Revenue under the Construction Industry Scheme.