

# How to conduct a UK right to work check

# Rest of the world British or Irish without BRP, BRC, eVisa, digital **Nationality** status or Frontier Worker Permit Either Identity service provider (IDSP) Manual 1. Certified IDSP checks validity of 1. Obtain original documents. employee's documents 2. Check documents are genuine. 2. IDSP provides verification information to employer. individual. 3. Check details provided by IDSP match individual. 5. Check individual has the right to 4. Retain a copy of the information. do the work in question. 6. Copy and retain documents. Continuous right to work Right to work depending on documents Follow up check not required

#### List A documents include:

- · Passport (current or expired) showing the holder is British or a citizen of the UK and Colonies with the right of abode in the UK.
- · Irish passport or passport card.
- · Valid passport endorsed to show the holder is exempt from immigration control, 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

#### List B, Group 1 documents include: · Current passport showing that the holder is allowed to stay in the UK and can do the type of work in question. This includes an endorsement with no work related conditions attached. Any prohibition or restriction on work will be explicitly . stated on the endorsement.

#### List B, Group 2 documents include:

- · A Positive Verification Notice (PVN) issued by the Home Office Employer Checking Service to the employer which indicates that the individual can stay in the UK and do the work in question.
- · A Home Office document showing the holder made an EU Settlement Scheme (EUSS) application on or before 30 June 2021, together with a PVN.
- · A ertificate of Application showing the holder made an EUSS application after 30 June 2021, together with a PVN.
- · An Application Registration Card together with a PVN.

- 3. Check photo and name match
- 4. Check expiry dates of documents.

List A document continuous right to work.

List B, Group 1 document time limited right to work until expiry of the immigration permission.

> List B, Group 2 document time limited right to work for six months.

#### Follow up check depending on documents

List A document -Not required

List B, Group 1 document -Follow up check required before expiry of immigration permission.

List B, Group 2 document -Follow up check required before expiry of Employer Checking Services positive verification notice.

#### **Biometric Residence Permit (BRP)**

A BRP can be used to confirm your identity. However, you cannot use your BRP to confirm your right to work.

### Rest of the world with BRP, BRC, eVisa, digital status or Frontier Worker Permit

#### Home Office online service

- 1. Individual provides share code to employer, not original documents (gov.uk/prove-right-to-work).
- 2. Enter 9-digit share code and individual's DOB to online service (gov.uk/view-right-to-work).
- 3. Check photo matches individual.
- 4. Check individual has the right to do the work in question.
- 5. Check time limit on right to work.
  - 6. Retain copy of right to work

#### Right to work

check specifies whether individual's right to work is continuous or time limited.

#### Follow up check

Before expiry of immigration permission where time limited.

Not required if continuous right to work.

## The Employer Checking Service (ECS)

If an individual has an outstanding immigration application or appeal and cannot otherwise evidence their status, the employer can ask the Home Office ECS to confirm their right to work. The employer may be liable for criminal sanctions and civil penalties if it employs someone after receiving a Negative Verification Notice from the ECS.

# **Biometric Residence Card (BRC)**

The BRC holds biographic details (name, date and place of brith) and biometric information (facial image and fingerprints), and shows the immigration and entitlements of the holder whilst