

Proof of 'Right to work in the UK'

Every applicant must provide evidence that they have the right to work in the UK.

List 1 - Accepted proof of identification:

1. A passport showing that you're a British citizen, or have a right of abode in the UK.
2. A document showing that you're a national of a European Economic Area country or Switzerland. This must be a national passport or identity card.
3. A resident permit issued by the Home Office to you if you're a national from a European Economic Area country or Switzerland.
4. A passport or other travel document endorsed to show that you can stay indefinitely in the UK, or has no time limit on your stay.
5. A passport or other travel document endorsed to show that you can stay in the United Kingdom; and that this endorsement allows you to do this type of work if you do not have a work permit.
6. An Application Registration Card issued by the Home Office to an asylum seeker stating that you're permitted to take employment.

List 2 - A document giving your permanent National Insurance Number and name. This could be a P45, P60, National Insurance card or a letter from a Government agency (National Insurance Numbers beginning with TN or any number which ends with the letters E to Z inclusive are not acceptable). And any of the following:

1. A full birth certificate issued in the United Kingdom, which includes the names of your parents.
2. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
3. A certificate of registration or naturalisation stating that you are a British citizen.
4. A letter issued by the Home Office to you which indicates that you can stay indefinitely in the United Kingdom, or has no time limit on your stay.
5. An Immigration Status Document issued by the Home Office to you with an endorsement indicating that you can stay indefinitely in the United Kingdom, or has no time limit on your stay.
6. A letter issued by the Home Office to you which indicates that you can stay in the United Kingdom, and allows you to do this type of work.
7. An Immigration Status Document issued by the Home Office to you with an endorsement indicating that you can stay in the United Kingdom, and this allows you to do this type of work.

List 3 – A work permit or other approval to take employment that has been issued by Work Permits UK and either of the following:

1. A passport or other travel document endorsed to show that you are able to stay in the United Kingdom and can take the work permit employment in question.

2. A letter issued by the Home Office confirming that you are able to stay in the United Kingdom and can take the work permit employment in question.

An application will **not** be accepted if any of the following applies:

1. You're unable to produce the requested documentation.
2. If you are residing in the UK on a student visa.
3. Your identification does not show your current address or the correct spelling of your name(s).

Persons from abroad

Any person arriving in the UK from the age of 14 will be required to provide a certificate of good conduct authenticated by the relevant embassy or delegation. This must be translated into English and authorised as a true copy. Information regarding certificates of good conduct or similar documents from a number of countries are available from:

Passport and Documentary Service Group
Consular Directorate
Foreign and Commonwealth Office
Room G38
Old Admiralty Building
London, SW1A 2PA
www.fco.gov.uk