### Verification of Right to Work in the UK

Before you can commence working with Bolton Cares, you are required to provide proof of your Right to Work in the UK. We are only able to accept **original** documentation and you must ensure you are providing documents under the correct category as below:

**To prove an ongoing Right to Work:**

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|  | **List A** |
|  | **Acceptable documents to establish a continuous statutory excuse** |
| **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 United Kingdom and Colonies having the right of abode in the United Kingdom.  |
| **2.** | A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area 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, the Border and Immigration Agency or the UK Border Agency 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 which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.  |
| **6.** | A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.  |
| **7.** | A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **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. |
| **8.** | A full birth or adoption certificate issued in the United Kingdom which includes 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 naturalisation 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.  |

**To prove a time–limited Right to Work**

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|  | **List B** |
|  | **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 United Kingdom 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 United Kingdom 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 United Kingdom, 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. |
|  | **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 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 United Kingdom and is permitted to do the work in question. |

**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 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

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