

Schedule of Documents

List A

You only need to see **one** original document from this list and retain a copy in the employee's personnel file.

- A passport showing that the holder is a British citizen, or has a right of residence in the United Kingdom.
- A passport or national identity one of the following countries:

<i>Austria</i>	<i>Greece</i>	<i>The Netherlands</i>	<i>Belgium</i>
<i>Iceland</i>	<i>Norway</i>	<i>Denmark</i>	<i>Ireland</i>
<i>Portugal</i>	<i>Finland</i>	<i>Italy</i>	<i>Spain</i>
<i>France</i>	<i>Liechtenstein</i>	<i>Sweden</i>	<i>Germany</i>
<i>Luxembourg</i>	<i>United Kingdom</i>	<i>Cyprus</i>	<i>Latvia</i>
<i>Slovakia</i>	<i>Czech Republic</i>	<i>Lithuania</i>	<i>Slovenia</i>
<i>Estonia</i>	<i>Malta</i>	<i>Hungary</i>	<i>Poland</i>
<i>Switzerland</i>			

- A residence permit issued by the Home Office to a national from one of the above countries.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from one of the countries listed in section 2 who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

Once you have checked one of the documents from **List A**, there is no need to ask for any further documents contained in **List B**.

List B

You must ask to see the original of **two** documents from either **Combination 1** or **Combination 2**.

Combination 1

- A document giving the individual's permanent National Insurance Number and name. For example a P45, P60. National Insurance card, or a letter from a government agency.

Along with checking and copying a document giving the person's National Insurance Number, you must also check and copy only one of the following documents listed in sections 2-8 as follows:

- A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
- A certificate of registration or naturalisation stating that the holder is a British citizen.
- A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay;
- A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work you are offering.
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and this allows them to do the type of work you are offering.

Combination 2

- A work permit or other approval to take employment that has been issued by Work Permits UK.

Along with a document issued by Work Permits UK, you should also check and copy one of the following documents listed in sections 2 -3 as follows:

- A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question.
- A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

Documents that are **not** acceptable for ID purposes.

The following documents are not acceptable as evidence of an individual's right to work within the United Kingdom:

- A temporary National Insurance Number beginning with TN or any number which ends with the letters from E-Z inclusive!
- A driving licence issued by the DVLA!
- A bill issued by a financial institution or a utility company.
- A Home Office Standard Acknowledgement Letter or Immigration Service Letter which states that an asylum seeker can work in the United Kingdom.
- A letter issued by the Home Office stating that the holder is a British citizen.
- A passport describing the holder as a British Dependant Territories Citizen which states that the holder has a connection with Gibraltar.
- A short birth certificate issued in the United Kingdom which does not have details of the holder's parents.

The following section only applies to individuals from the following countries:

Czech Republic	Latvia	Slovakia	Lithuania
Slovenia	Estonia	Hungary	Poland

Please give your RACS Collective a copy of your completed registration application form. If you are exempt from registering, please provide evidence of your exemption within 30 days of commencing your employment.