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| **List A: Acceptable documents for manual right to work checks, ie physical documents, showing an on-going right to work in the UK** |
| A passport[[1]](#footnote-1) (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK. |
| A passport or passport card[[2]](#footnote-2) (in either case, whether current or expired) showing that the holder is an Irish citizen. |
| A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules. |
| 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[[3]](#footnote-3) . |
| 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 UK or has no time limit on their stay in the UK, **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. |
| A birth or adoption certificate[[4]](#footnote-4) issued in the UK, 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[[5]](#footnote-5) . |
| 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. |
| 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. |

1. A clipped passport is a cancelled document (identified by the corners of certain pages in the passport being cut/removed) and therefore is not acceptable proof of right to work [↑](#footnote-ref-1)
2. As above. [↑](#footnote-ref-2)
3. Definition includes those with a document which shows that the holder is entitled to readmission to the UK (RUK endorsement)’ and ILR endorsements from a Crown Dependency. [↑](#footnote-ref-3)
4. Definition includes a short or long birth certificate [↑](#footnote-ref-4)
5. Definition includes a birth certificate issued by a UK diplomatic mission (British Embassy or British High Commission) and consular birth certificates. [↑](#footnote-ref-5)