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| **List B – Acceptable documents for manual right to work checks, ie physical documents, showing a time limited right to work in the UK**  (Documents required from either Group 1 or Group 2) |
| **Group 1: Documents where a time-limited statutory excuse lasts until the expiry date of permission to enter or permission to stay** |
| A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.[[1]](#footnote-1) |
| 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 limited 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** 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 UK, 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** |
| A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 **together with a Positive Verification Notice [[2]](#footnote-2)** from the Home Office Employer Checking Service. |
| A Certificate of Application (non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, **together with a Positive Verification Notice** from the Home Office Employer Checking Service. |
| A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, or appendix EU to the Isle of Man Immigration Rules together **with a Positive Verification Notice** from the Home Office Employer Checking Service. |
| 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. |
| 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 UK and is permitted to do the work in question. |

1. This includes a current passport endorsed with a stamp showing an individual has been granted leave to enter and there are no work-related conditions attached. If, under the conditions of the individual’s leave, work was restricted or prohibited the endorsement placed in the individual’s passport would explicitly set that out as a condition. [↑](#footnote-ref-1)
2. A ‘Positive Verification Notice’ is official correspondence from the Home Office Employer Checking Service which confirms that a named person has permission to undertake the work in question. The University of Edinburgh process for obtaining a Positive Verification Notice is to submit a Service Request titled ‘ECS Check Requested’ under the category ‘Right to Work’. You must obtain the individual’s permission to carry out the check and include confirmation of this in the request. [↑](#footnote-ref-2)