

## Asylum and Immigration ID Checking – Applicants Guide

Under the Asylum and Immigration Act 1996 and subsequent amendments is an offence for an organisation to employ a person without immigration entitlement to work in the United Kingdom. Therefore it is essential that you provide original ID documents before your employment with the county council commences and that the documents produced relate to yourself.

### EU Citizens

Acceptable documents for EU citizens are listed on Appendix 1 depending on your immigration status. List A establishes that you have an on-going right to work in the UK and List B indicates that you have restrictions on your entitlement to be in the UK. If you provide documents from List B which indicates that you have been granted leave to enter or remain in the UK for a limited amount of time follow up checks will be carried out at least once every 12 months throughout your employment to ensure compliance with the Asylum and Immigration Act.

At interview you must provide us with;

#### EITHER

- One of the single documents, or two of the documents in the specified combinations from list A;

OR

- One of the single documents, or two of the documents in the specified combinations given from list B

Only **original** documents are acceptable.

We will check the documents provided are valid and satisfy ourselves that you are the person named in the document and that they allow you to do the work in question.

### Non EU Workers

A 'points' based system covers people from outside the EU who are seeking to work or study in the UK. This system for migration is based on the Home Office's expectation of your value to the UK labour market.

You must apply for entry clearance via a British Embassy, consulate or High Commission before you relocate to the UK and have a certificate of sponsorship from a sponsoring employer.

You can apply for leave to enter under any of the following five tiers. Tier 1 and 2 cover economic migrants, while tiers 3 – 5 cover migrants such as foreign students, volunteers, youth mobility schemes, and those who can fill temporary gaps in the UK labour market. Further information can be found on [www.gov.uk/browse/visas-immigration](http://www.gov.uk/browse/visas-immigration)

**List A**

If you are not subject to immigration control, or have no restrictions on your stay in the UK you should be able to produce a document or a specified combination of documents from the following list;

1. A passport showing that the holder or a person named in the passport as the child of the holder is a British citizen or is 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 that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating a permanent residence issued by the Home Office or the UK Visa and Immigration Agency to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office or the UK Visa and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.
5. A Biometric Immigration Document issued by the UK Visa and Immigration Agency 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 passport or other travel documents endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
7. An Immigration Status Document issued by the Home Office of the UK Visa and Immigration Agency to the holder with an endorsement indicating 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, **when produced in combination** 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 certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents **when produced in combination with** an official document giving the persons permanent National Insurance Number and their name issued by a Government agency or a previous employer.
9. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents **when produced in combination 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 birth certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with an official document** giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with an official document** giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

12. A certificate of registration or naturalisation as a British Citizen, **when produced in combination with an official document** giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
13. A letter issued by the Home Office or the Border Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, **when produced in combination with an official document** giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

#### **List B – Documents which provide an excuse for up to 12 months**

1. A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
2. A Biometric Immigration Document issued by the UK Visa and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
3. A work permit or other approval to take employment issued by the Home Office or the UK Visa and Immigration Agency **when produced in combination** with either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the UK Visa and Immigration Agency to the holder or the employer or prospective employer confirming the same.
4. A certificate of application issued by the Home Office or the UK Visa and Immigration Agency to or for a family member of a national of European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the UK Visa and Immigration Agency Employer Checking Service.
5. A residence card or document issued by the Home Office or the UK Visa and Immigration Agency to a family member of a national of a European Area country or Switzerland.
6. An application Registration Card issued by the Home Office or the UK Visa and Immigration Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the UK Visa and Immigration Agency Employer Checking Service.
7. An Immigration Status document issued by the Home Office or the UK Visa and Immigration Agency stating that the holder is permitted to take employment, **when produced in combination 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 letter issued by the Home Office or the UK Visa and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.