

PREVENTION OF ILLEGAL WORKING

All potential employees must produce one or more of the acceptable documents from **List A** below, or **List B (Group 1 or Group 2)** below.

Only original documents will be accepted.

List A contains the range of documents which may be accepted for checking purposes for a person who has a **permanent** right to work in the UK. This will establish a continuous statutory excuse for the duration of the person's employment at Warwick SU.

List B (Group 1 and 2) contains a range of documents which may be accepted for a person who has a temporary right to work in the UK (i.e. has a visa / document which has a time limit). This will establish a **time-limited** statutory excuse.

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 in the UK and Colonies, having the right of abode in the UK.	
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 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 indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.	
6.	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.	
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 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.	
8.	A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or previous employer.	
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Mann or Ireland together with an official document giving the person 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.	

List B – Acceptable documents to establish a statutory excuse for a limited period of time.

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 UK 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 UK and is allowed to do the work in question.	
3.	A current Residence Card (including an Accession 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 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 Government agency or a previous employer.	

Group 2 – Documents where a time-limited 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 (EEA) Regulations to a family member of a EEA country 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 UK and is permitted to do the work in question.	

Documents that do not provide you with an excuse in any circumstances

- a temporary National Insurance Number beginning with TN, or any number which ends with the letters from E to Z inclusive;
- a permanent National Insurance number when presented in isolation;
- a driving licence issued by the Driver and Vehicle Licensing Agency;
- a bill issued by a financial institution or a utility company;
- 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 Criminal Records Bureau;
- a card or certificate issued by the Inland Revenue under the Construction Industry Scheme.
- A University Card