

IDENTIFICATION LIST AND 'RIGHT TO WORK' VERIFICATION

It is essential we verify your identify, confirm that you live at the address you have stated and have the right to work in the United Kingdom. Failure to do this could result in a civil penalty if an illegal worker is employed and the relevant checks have not been carried out correctly. You should, therefore, be asked for this documentation on arrival.

On arrival, we will **obtain** the original copies; **check** the validity of the documents presented and make a **copy** for retention, recording the date the check was made.

Acceptable documentation

Identification List

Please supply your current passport plus a second document, which shows your address* (dated within last three months). If you cannot supply a passport, we will need two different documents from the following list (warrant cards will not be accepted).

The documents we may accept from a candidate to establish their identity will include:

- Current and valid passport
- British Driving Licence (valid and up to date)
- Birth Certificate (full certificate, issued within 6 weeks of birth)
- Utility Bill (dated within last three months and showing current address)

If the two documents you bring with you do not show your current address, you must provide a third document that does, e.g. bank or credit card statement)

*if you are a student, you will need to provide proof of your permanent and term time residence.

'Right to Work' Verification

The documents that we may accept from a candidate to establish their right to work in the UK are set out in the tables on the following page and must be taken from either list A or list B dependent on your current circumstances.

List A – for a person who has the permanent right to work in the UK

List B – a range of documents for a person who has a temporary right to work in the UK

Please note: you will need to supply an original document, or combination of documents, specified in one of these two lists in order to comply.

If you are a student with a limited right to work in the UK during term time, we are required to obtain and retain evidence of your academic term and vacation dates. Please see above link for further details.

If successful, we will keep a record of every document that is brought to interview / assessment for the duration of your employment and for a further two years after leaving employment with Devon and Cornwall Police. If unsuccessful, any documentation will be destroyed within six months following completion of the recruitment process.

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 of 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 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 or adoptive parents, 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.
9	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.
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

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 or a Derivative 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 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.

List B (cont'd)

Group 2 – Documents where a time-limited statutory excuse lasts for 6

1	A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area 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.

Source: GOV.UK – ‘Acceptable right to work documents: an employer’s guide’ (2015)