



Work Eligibility documents Form

List of documents that can be provided to prove eligibility to work in the UK

As a new/prospective employee/worker you will fall into one of two categories:

- List A - an automatic and ongoing right to work in the UK without restrictions.
- List B - you do not have an automatic right to work in the UK but have gained permission to do so subject to restrictions, i.e. for a time limited period.

LIST 'A' DOCUMENTS

You have an ongoing right to work in the UK and are therefore not subject to immigration control (e.g. European Economic Area (EEA)/Swiss nationals). If you are in this category we will need to check your documents **once** only, before you commence employment.

Documents which provide evidence for this category:

All documents must be originals

One of the following:

- A **passport** showing the holder is a **British, or UK and Colonies citizen**, having the right of abode in the UK
- A **passport** containing a certificate of entitlement to the **right of abode in the UK**
- A **passport, national ID card, UK residence permit** or other document certifying the holder as a **EEA or Swiss national**
- A **permanent UK residence permit** issued by the HO or BIA showing the holder is a **family member of a EEA or Swiss national**
- A **Biometric Immigration Document** certifying the holder has **indefinite leave** or no limit to their stay in the UK
- A **passport or other travel document** showing **exemption from immigration control**, indefinite leave to remain, right of abode in the UK or indicating no time limit on their stay in the UK

Or, **two** documents, as follows:

One of these:

- An official document containing the **permanent National Insurance number** and name of the individual (e.g. P45, P60, NI Card). Please note that a permanent National Insurance number does not start with TN.

Plus one of these:



- An **Immigration Status Document** showing **indefinite leave** to stay
- A **full* UK birth certificate**, at least one parent's name
- A **full* UK adoption certificate**, at least one adoptive parent's name
- **Channel Islands, Isle of Man or Ireland** birth certificate
- **Channel Islands, Isle of Man or Ireland** adoption certificate
- **Certificate of registration or naturalisation** as British citizen
- **Letter from HO or UKBA** certifying indefinite leave to stay

* A short birth or short adoption certificate is not acceptable. To obtain full certificates, see the General Register Office website at http://www.gro.gov.uk/gro/content/order_certificates/obtain_certificates/index.asp

If you have different surnames on documents you must also provide proof of name change, i.e. a marriage certificate.

Notes for EEA (European Economic Area) / Swiss nationals

Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden, UK

You can enter and work freely in the UK without restriction. Your immediate family members may also do so while you are legally residing and working in the UK.

Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, Slovenia

These countries have recently joined the EU and become part of the EEA. You have the same rights as other EEA nationals. However, currently, you must register with the **Worker Registration Scheme** within one month of commencing your employment with Viapath. We will ask for evidence that you have done so.

Bulgaria and Romania

Bulgaria and Romania are now also part of the EEA and you do not require leave to enter or reside in the UK. However, for most types of work you will still need permission to work in the UK, via the normal work permit/certificate of sponsorship arrangements. If this permission is granted, you will need to obtain an **Accession Worker Card**, and this must be done **before** you commence work with Viapath.

LIST 'B' DOCUMENTS

You do **not have** automatic eligibility to live and work in the UK, but you have, or expect to be granted, approval to take employment in the UK for a **limited period** (e.g. work permit/certificate of sponsorship holders and their family members). If you are in this category we will need to check your documents before you commence employment, and then at least **every 12 months** during the duration of your employment, to ensure that your eligibility remains valid.



Documents which provide evidence for this category:

All documents must be originals

One of the following:

- A **passport or travel document** endorsed to certify the holder is allowed to stay in the UK to do the kind of work being offered, provided that it does not require a work permit/certificate of sponsorship.
- A **Biometric Immigration Document** issued by UKBA giving permission to stay in the UK to do the work being offered.
- A **residence card** or document issued by UKBA to a **EEA/Swiss national family** member.

Or **two** documents, as follows:

One of these:

- A **work permit**/or other approval to take employment, issued by UKBA.

Plus one of these:

- A **passport** or other document (e.g. UK Residence Permit) certifying permission to stay in the UK to do the work offered.
- A letter from the HO/UKBA confirming the above.

There are additional documents which can provide evidence of your entitlement to take employment in the UK, such as Certificates of Application and Application Registration Cards for EEA/Swiss national family members and asylum seekers. These documents are subject to further checking via the UKBA Employer Checking Service.

If you have different surnames on documents you must also provide proof of name change, i.e. a marriage certificate.

Students

Students may also take limited employment, up to 20 hours per week during term time and full time during vacations, without work permit or other permission. Students' dependants may also take paid employment (full time) without a work permit or other permission, but only for the duration of the student's leave to remain.

More detailed information on the documents listed above can be found at the [UK Border Agency Website](#).