



## Eligibility to work – proof of ID required by law

The Government has introduced legislation, with effect from the 1<sup>st</sup> May 2004 that requires all candidates to produce proof of ID before working for a recruitment agency.

We therefore need to see the **original** of **one** of the documents below:

- A passport showing that the holder is a British citizen, or has the right to live in the UK.
- A passport or national identity card from any of the countries listed on the EEA and EU countries list or from Switzerland.
- A residence permit issued by the Home Office to a national from an EEA country or Switzerland.
- A passport or other documentation from the Home Office with an endorsement statement saying the holder has the right of residence in the UK as a family member of a national from an EEA country or Switzerland, who is also resident in the UK.
- A passport or other travel document endorsed to show that the holder has the right to stay indefinitely in the UK.
- A passport or other travel document endorsed to show that the holder can stay in the UK indefinitely; and the endorsement allows the holder to do the type of work you are doing.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment in the UK.

**Or**

A combination of **two original** documents from below:

- A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency.

**Plus one of:**

- A full birth certificate issued in the UK, which includes the holders parents names
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland
- A certificate of registration or naturalisation stating that the holder is a British citizen
- A letter issued by the Home Office to the holder which indicates that the person Named can stay indefinitely in the UK or has no time limit on their stay
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named can stay indefinitely in the UK or has no time limit on their stay
- A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the UK and allows them to do the type of work being offered
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named can stay in the UK and allows them to do the type of work being offered

**Or**

A combination of **two original** documents from below:

- A work permit or other approval to take employment which has been issued by Work Permits UK.

**Plus one of:**

- A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question
- A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and can take the work permit employment in question.

All documents received will be returned immediately (posted for return the same day received at Carney Jones).