

## Verification of identity and right to work in the UK

In accordance with the NHS Employment Check Standards, we are required to verify each candidate's identity, their right to work in the UK and qualifications essential to the post at interview stage. Failure to provide these documents will mean that we may be unable to proceed with your interview. If the interview does proceed and you are successful, failure to provide these documents at interview stage will delay your pre-employment checks.

**Please note you must provide original documents along with photocopies to be verified. We cannot accept documents downloaded from the internet. A minimum of three documents are required.**

### Verification of right to work in the UK

To confirm you have the legal right to work in the UK, please provide either a single document or combination of documents from List A. If you are unable to provide a document or documents from List A please refer to List B.

#### List A

##### Single Acceptable documents

- UK passport, EEA passport or current national identity card.
- A current passport endorsed to show you are exempt from immigration control, are allowed to stay indefinitely/have the right to abode/have no time limit on your stay in the UK.
- Permanent residence card issued to you by the Home Office where you are a family member of a national of an EEA country or Switzerland.
- Residence permit, registration certificate or document certifying your permanent residence issued by the Home Office/UK Border Agency.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office indicating you are allowed to stay indefinitely/there is no time limit to your stay in the UK.

##### Combinations (List A continued)

***Either of the documents listed below can be accepted only when presented with an official document showing your permanent National Insurance number and name. This could be a P45, P60, National Insurance card, or a letter from a Government Agency or previous employer.***

- Full birth certificate or adoption certificate issued in the UK, Channel Islands, the Isle of Man or Ireland which includes the name(s) of at least one of your parents, or certificate of naturalisation as a British Citizen.
- A current Immigration Status Document issued by the Home Office indicating you are allowed to stay indefinitely/there is no time limit to your stay in the UK.

## List B

### Single Acceptable documents (where the document shows an expiry date)

- A current passport endorsed to that you are allowed to stay in the UK and are currently allowed to do the type of work in question.
- A current Biometric Immigration document (Biometric Residence Permit) issued by the Home Office to you which indicates that you can currently stay in the UK and are allowed to do the work in question.
- A current Residence card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-EEA national who is a family member of a national of a EEA country or Switzerland.

### Combinations (List B continued)

***The document listed below can be accepted only when presented with an official document showing your permanent National Insurance number and name. This could be a P45, P60, National Insurance card, or a letter from a Government Agency or previous employer.***

- A current Immigration Status Document containing a photograph issued to you by the Home Office, with a valid endorsement indicating you may stay in the UK, and are allowed to do the type of work in question.

## Verification of Identity

To verify your identity, please provide a total of **three** documents. The document(s) supplied as verification of right to work in the UK may be included, however the following combinations must be supplied.

Please provide <b>either</b> :	<ul style="list-style-type: none"><li>• <b>two</b> forms of photographic personal identification and <b>one</b> document confirming your address</li><li style="text-align: center;"><b>or</b></li><li>• <b>one</b> form of photographic personal identification and <b>two</b> documents confirming your address</li></ul>
If you are genuinely unable to provide acceptable photographic personal identification, please provide:	<ul style="list-style-type: none"><li>• <b>two</b> documents confirming your current address, <b>and</b></li><li>• <b>two</b> forms of non-photographic personal identification</li></ul>

## Acceptable photographic personal identification

- UK (Channel Islands, Isle of Man or Irish) or EU/other nationalities passport.
- Passports (non-EU nationals) including other valid evidence relating to your immigration status and permission to work.
- UK full or provisional photo-card driving licence. Please note that this counts as one document, and can be presented as either photographic personal identification **or** confirmation of current address documentation.  
**(NB. From 8 June 2015, the counterpart driving licence has no legal status and is not required for proof of identity).**
- HM Armed Forces identity card.
- Biometric Residence Permit (UK).
- UK Citizen card.

### Acceptable confirmation of current address documents

- UK utility bill dated within the last six months.
- Local Authority tax statement (i.e. council tax bill) dated within the last 12 months.
- UK full or provisional photo-card driving licence (if not already presented as personal photographic identification).
- UK full 'old-style' paper driving licence (not provisional).
- Most recent HMRC tax notification (not P45 or P60), dated within the last 12 months.
- Bank, building society, credit card or credit union statement (UK or EEA) dated within the last six months.
- Mortgage statement from a recognised UK lender dated within the last 12 months.
- Local council rent card or tenancy agreement dated within the last six months.
- Benefit statement, book or card; or original notification letter from DWP confirming rights to benefit dated within the last 12 months.
- Confirmation from an electoral register search that a person of that name lives at the claimed address dated within the last 12 months.

### Acceptable non-photographic proof of personal identification documents

- Full birth certificate (UK, Channel Islands and those issued by UK authorities overseas, such as embassies, high commissions and HM Forces).
- UK full old-style paper driving licence (not provisional).
- Adoption certificate (UK and Channel Islands).
- Marriage or civil partnership certificate (UK and Channel Islands).
- Divorce, dissolution or annulment papers (UK and Channel Islands).
- Gender recognition certificate.
- Deed poll certificate.
- Firearms certificate/licence (UK, Channel Islands and Isle of Man).
- Police registration document.
- Certificate of employment in the HM Forces (UK).
- Benefit statement from the Department of Work and Pensions confirming legal right to benefit dated within the last 12 months.
- Most recent tax notification from HMRC (UK and Channel Islands) dated within the last twelve months.

### Acceptable documents for those who have recently left full time education (16 to 19 year-olds who are unable to provide a combination of documents from the above section)

Please provide a document from the acceptable photographic personal identification list or if this is genuinely not possible, a passport sized photograph which is endorsed by a person of some standing in your community.

You will also need to provide **two** of the documents listed below:

- Grant or student loan agreement from a local education authority (UK).
- Full birth certificate (UK and Channel Islands).
- National Insurance (NI) card or proof of issue of an NI number.
- Document from a Local Authority or Central Government giving entitlement to Employment Services, Job Centre, Social Security Services (UK and Channel Islands) etc. dated within the last six months.
- Qualification certificate.

The information provided in this guidance is not exhaustive. For further advice, please contact [hee.hrqueries@nhsbsa.nhs.uk](mailto:hee.hrqueries@nhsbsa.nhs.uk)

### **Proof of qualifications and/or professional registration**

Please provide original qualification certificates.

Professional registration details should include details of the Registration Membership Body, a Professional Registration Number and expiry date.

### **Disclosure and barring service (DBS) check**

If the position requires a DBS check, this will be undertaken as part of the pre-employment check process. If you are successful, further information will be provided.

### **How to get your documents checked**

If you did not bring all of your documents with you to your interview, please email [hee.hrqueries@nhsbsa.nhs.uk](mailto:hee.hrqueries@nhsbsa.nhs.uk) to arrange verification and copying of your original documents.