



ID & Right to Work Documents

ID & RTW

British and Irish nationals:

British & Irish nationals who have a valid British or Irish passport or Irish passport card can complete their identity and right to work check digitally.

British & Irish nationals who do not have a valid passport or passport card must complete ID & RTW checks in person with their original documents.

Acceptable documents for a manual check are:

- A valid or expired British or Irish passport.
- A valid or expired Irish passport card.
- A FULL British or Irish birth certificate (note a short birth certificate cannot be accepted).
- A British or Irish adoption certificate.

N.B. Where a proof of identity document provided states a different name to your current name, you must also provide documents that detail the change of name e.g. marriage certificate, divorce certificate, deed poll certificate, or other legal deeds. It may be necessary to provide several of these to track the full history back to the birth/adoption certificate.

Non-British/Irish nationals:

Foreign nationals are no longer able to use Residence Permits, Biometric Residence Cards, or Visas to prove their right to work. Instead, they will use the Home Office's online right-to-work service to generate a "share code" to pass to the employer.

You can use this link to create an [online share code](#).

Foreign nationals who have a current UK immigration status document granting them Indefinite leave to remain or no time limit on their stay may also complete ID & RTW checks in person with the original documents.

VISA Restrictions

Individuals who have restrictions placed on their RTW in the UK such as a limit on the number of hours of work permitted each week or the type of work permitted are responsible for adhering to those restrictions and informing 24-7 Staffing of any other work they do which would affect the amount of work we can offer. Individuals staying in the UK on a student visa must also provide a copy of their term timetable.

Proof of National Insurance document

The following are acceptable proof of **National Insurance documents**:

- Original letter of issue of NIN or NI card (issued pre July 2011)
- P60
- P45
- Pay Slip
- Tax Return
- Official letter about benefits, pensions or tax stating their NIN
- National Insurance card
- New style Biometric Residence card that displays NI number on the back
- Letter from Government office (e.g. child benefit, tax credit) stating NI number

Proof of address document

The following are acceptable **proof of address documents**:

- Utility Bill (issued within the last 3 months)
- Bank Statement (within the last 3 months)
- Mortgage statement (within the last year)
- Council Tax statement (current year)
- Tenancy agreement (for current year)
- Self-assessment letter/Tax demand (current tax year)
- Electoral Register entry
- NHS Medical card or confirmation letter from GP's practice of registration with the surgery
- Benefit letter/book
- Government agency letter
- UK drivers licence

Note. A provisional driving licence is not an acceptable proof of address