

## 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.

**Interview in person:** You must take original documents with you to be copied and verified.

**Remote interview:** You will be asked to scan or take a clear photo of each ID and Qualification document as well as provide a share code (if applicable) to the Recruiting Manager.

**A minimum of three documents are required.**

### Qualifications and Professional Registration

Please bring the original qualification documents and certificates (e.g. Degree, postgraduate courses etc.) with you to your interview. Please only bring documents and certificates for the qualifications specified in the job description of the position you are applying for.

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

### 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

- A passport (current or expired) 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.
  - A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.
  - A **current** document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
  - A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been **verified as valid by the Home Office Employer Checking Service**, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
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- A **Home Office share code** from [gov.uk](http://gov.uk), indicating that the person named is allowed stay in the UK and they are allowed to do the work in question. This code can be provided via a screenshot, snippet, print screen, photo of the code written on paper, etc. Employer will verify this code and a PDF copy will be retained on file.
  - 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.

### 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.***

- 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,
- A birth or adoption certificate issued in the UK,
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, • A certificate of registration or naturalisation as a British citizen

### List B – Group 1

**Documents where a time-limited statutory excuse lasts until the expiry date of leave**

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

- 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.
- A **Home Office share code** from [gov.uk](https://www.gov.uk), indicating that the person named is allowed stay in the UK and they are allowed to do the work in question. This code can be provided via a screenshot, snippet, print screen, photo of the code written on paper, etc. Employer will verify this code and a PDF copy will be retained on file.
- A **current** document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been **verified as valid by the Home Office Employer Checking Service**, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been **verified as valid by the Home Office Employer Checking Service**, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.

#### Combinations (List B – Group 1 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.

#### List B – Group 2

##### Documents where a time-limited statutory excuse lasts for six months

- 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

#### Combinations (List B – Group 2 continued)

***The documents listed below can be accepted only when presented with an Positive Verification Notice from the Home Office Employer Checking Service***

- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question
- A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021
- A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021

## Verification of Identity

NHS Employers have confirmed that expired UK passports, within six months of their expiration date, may now temporarily be used to prove identity (ID).

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.

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| <p>Please provide <b>either:</b></p>   | <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>• <b>one</b> form of photographic personal identification and <b>two</b> documents confirming your address</li> </ul>   |
| <p>If you are genuinely unable to provide acceptable photographic personal identification, please provide:</p> | <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 <b>and</b></li> <li>• A passport sized photograph of yourself – certified photo must be endorsed by a person of reputable authority.</li> </ul> <p>A person of reputable authority can be defined as someone who works for a reputable organisation or has credibility through their work, for example a police officer, teacher/lecturer, civil servant etc. This person can be relied on as a trusted source. NHS Employers gives guidance on Counter Signatories:</p> <p>All Counter Signatories <u>must</u>:</p> <ul style="list-style-type: none"> <li>• work in (or be retired from) a recognised profession</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>• have known the applicant for at least two years, in a professional or personal capacity, and be able to confirm the identity of the individual</li> </ul> <p>They should <u>not</u>:</p> <ul style="list-style-type: none"> <li>• be closely related to the applicant by birth or marriage</li> <li>• be involved with the applicant e.g. in a relationship</li> <li>• live at the same address as the applicant <sup>1</sup></li> </ul> <p>For further information on what constitutes a recognised profession please follow this link:<br/> <a href="https://www.gov.uk/countersigning-passport-applications/accepted-occupations-for-countersignatories">https://www.gov.uk/countersigning-passport-applications/accepted-occupations-for-countersignatories</a></p> <p>This must be signed, dated and must include contact details, position held and employer details (if possible, on the back of the photo, but if not, a note should be attached to the photo containing this info)</p> |

<sup>1</sup> Definition taken from NHS Employers

### Acceptable photographic personal identification

- Valid UK (Channel Islands, Isle of Man or Irish) or EU/other nationalities passport.
- Valid UK full or provisional photo-card driving licence (if issued in the UK by the DVLA you are not required to see the paper counterpart. Licences issued in Northern Ireland by the DVA must be presented with the paper counterpart) Please note that this counts as one document and can be presented as either photographic personal identification **or** confirmation of current address documentation.
- HM Armed Forces identity card.
- Biometric Residence Permit (UK) card.
- EEA/EU Government issued identity cards, containing a biometric, that comply with Council Regulation (EC) No 2252/2004
- Identity cards carrying the PASS (Proof of Age Standards Scheme) accreditation logo (issued in the UK, Channel Islands and Isle of Man only). These can be applied for and obtained via <http://www.pass-scheme.org.uk/card-suppliers> when an individual reaches a certain age (12-15, 16-18, 18+). These have no expiry date, so it is at the ID checker's discretion to accept providing the photo is recent and you can tell it is the same person. Organisation identity cards are not acceptable as they do not contain watermarks, holograms or other security marking.

### Acceptable confirmation of current address documents

- UK utility bill or letter from the service provider confirming the pre-payment terms of service at a fixed address dated within the last six months. More than one utility bill can be accepted if they are from two different suppliers and bills in joint names are also acceptable. In exceptional circumstances where original documentation cannot be provided, the candidate can log in to their online account while in the presence of the employer, so that they can verify that the online statement is attributed to an actual account in the individual's name and residing address.
- Local Authority tax statement (i.e., council tax bill) dated within the last 12 months.
- UK full 'old-style' paper driving licence (not provisional).

- Most recent HMRC tax notification such as an assessment, statement of account or notice of coding (not P45 or P60), annual tax summary, dated within the last 12 months.
- A financial statement such as bank, building society, credit card, credit union, pension, or endowment statement (UK or EEA) dated within the last six months. Statements issued outside of the EEA cannot be accepted. In exceptional circumstances where original documentation cannot be provided, the candidate can log in to their online account while in the presence of the employer, so that they can verify that the online statement is attributed to an actual account in the individual's name and residing address.
- Mortgage statement from a recognised UK lender dated within the last 12 months. Statements issued outside of the EEA cannot be accepted.
- Local council rent card or tenancy agreement dated within the last six months.
- Evidence of entitlement to Department for Work and Pensions (DWP) benefits 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).
- Evidence of entitlement to Department for Work and Pensions (DWP) benefits dated within the last 12 months.
- Work permit/residency permit (UK) valid up to the expiry date.
- Most recent HMRC tax notification such as an assessment, P45, P60, statement of account or notice of coding, dated within the last 12 months. An HMRC annual tax summary cannot be accepted.
- A document from a local/central government authority or local authority giving entitlement, such as Employment Services, Job Centre, Social Security Services (UK and Channel Islands) dated within the last 6 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, Channel Islands and those issued by UK authorities overseas, such as embassies, high commissions and HM Forces).
- National Insurance (NI) card or proof of issue of an NI number from HMRC, Job centre or Employment Services.
- A letter from their head teacher, tutor or college principal (UK) verifying your name and other relevant information, for example, address and date of birth.
- 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

**Please Note:**

- All documents provided must be original, valid and in date to be accepted.
- Documents downloaded from the internet cannot be accepted.
- Documents can only be accepted in a different name if provided in conjunction with evidence of the name change such as marriage or civil partner certificate, decree absolute or civil partnership dissolution certificate, deed poll certificate or recognition certificate.

The information provided in this guidance is not exhaustive. For further advice, please contact:

**NHS England**

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[nhsei@nhsbsa.nhs.uk](mailto:nhsei@nhsbsa.nhs.uk)

### **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**

To advise on verification and copying of your original documents or, if you did not bring all your documents with you to your interview, please contact:

[nhsei@nhsbsa.nhs.uk](mailto:nhsei@nhsbsa.nhs.uk)