List A & List B Documentation Guide

List A – Documents which provide a continuous statutory excuse

Single documentation:
• A passport showing that the holder is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.

Passport:  

Right of Abode sticker:

• A passport or national identity card showing that the holder is a European Economic Area (EEA) or Swiss national.

• Permanent Residence Card, registration certificate or Home Office document indicating rights of permanent residence to an EEA or Swiss national or family member.
• A current passport, biometric ID card or other travel documents indicating the holder is exempt from immigration control, is allowed to stay indefinitely in the country or has no time limit on their stay.
Combination documentation:

- P45, P60, NI number card or letter from an approved Government agency. (Please note that a National Insurance number does not automatically indicate that the individual is eligible to work, and is not sufficient evidence), plus:
  
  **P60:**
- Immigration Status Document (ISD) with indefinite leave to remain, or

**Copy all relevant parts of the ISD:**
• Full UK, Channel Islands, Isle of Man or Irish birth certificate, or
  (NB: a full birth certificate contains the name(s) of the parent(s) and their occupation(s))

**UK:**

![Sample UK birth certificate]

**Jersey:**

![Sample Jersey birth certificate]

**Isle of Man:**

![Sample Isle of Man birth certificate]

**Irish:**

![Sample Irish birth certificate]
UK:

Guernsey:

- Certificate of registration or naturalisation as a British citizen, or

  Naturalisation (pre 2004) registration (post 2004)
• Letter issued by the Home Office indicating indefinite leave to remain

**LIST B – Group 1**

**Single documentation:**

• **Current** passport or document endorsed for specific types of work, provided a CoS is not required

• **Current** biometric Immigration document indicating the person is permitted to stay in the UK and do the work in question

• A **current** residence card or document issued to a family member of a EEA or Swiss national
Residence cards / documentation

Combination documentation:
(One of the following three combination options must be provided)

- **A certificate of sponsorship plus current passport, ISD or other travel document indicating entry clearance / leave to remain.
Group 2

- Certificate of application for a family member of a national of a EEA country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **together with a Positive Verification Notice** (this must be checked by the Home Office checking service),

or

An Application Registration Card issued by the Home Office stating that the holder is permitted to take employment (applies to a limited number of asylum seekers). This must be checked by the Home Office employer checking service, which is carried out by the HR Department, **together with Positive Verification Notice**.
There is a new generation of ARC, which is now being issued. The “Employment Permitted” wording printed on the ARC will be replaced with ‘Allowed to Work’ and the ‘Employment Prohibited’ wording printed on the card will be replaced with ‘Forbidden from Taking Employment.’

- P45, P60, NI number card or letter from an approved Government agency plus ISD giving limited leave to remain or Letter from the Home Office or Border Agency confirming limited leave to remain
Plus:

- Humanitarian Protection
- Discretionary Leave

**Personal Details**

- Full Name
- Surname, Forename(s)
- Nationality
- Date of Birth
- Place of Birth
- Gender: Male/Female
- Case ID
- CID Case ID

NI card
Change of Conditions

You may also be presented with the following ink stamp, which was formerly used by Immigration Officers to transfer a person’s conditions from an old passport into a new passport.

If someone presents this ink stamp to you in their passport, you should require them to produce their previous passport containing their previous leave so you can be sure that they are permitted to take the employment you are offering.

Not Acceptable

Asylum Seekers
Asylum seekers who have been awarded refugee status or leave to stay here under a form of temporary protection, will not usually possess a national passport endorsed with leave to enter or remain in the UK.

In certain circumstances, they are able to apply to the Home Office for a travel document. Examples of the three Home Office travel documents are pictured below.

Travel or identity documents

![Travel Document](image1)

![Certificate of Identity](image2)

![Travel Document](image3)
Other non EEA nationals:
Any non-EEA national who has the following endorsements in their passport is not able to work in the UK.

If a member of staff is unable to produce to their passport as it has been sent to the Home Office for visa renewal etc please contact the HR Department. The HR Department will be able to carry out a check with the UK Border Agency to confirm whether they are eligible to work.