

All applicants must prove their right to work in the UK. Below is acceptable documentation proving a right to work in the UK. Ask the applicant for all documents that they have brought with them. Check which category the document is from and follow the instructions for that category. Scan and link all documents as 'Immigration' on Idox DMS.

List A: Applicants with a document from List A have a permanent right to work in the UK. If you retain a copy of these documents, you will not have to repeat the check when they subsequently apply to renew or extend their licence.

1. A passport (expired is acceptable) 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.
2. A passport or national identity card (expired is acceptable) showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland. Non-EU National Identity Cards cannot be accepted without confirmation of right to work in the UK through the Home Office checking service.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland. This must be supplied with all three of the following:
 - a. Evidence of the applicant's identity (current passport)
 - b. Proof of relationship with the EEA/Swiss national (e.g. a marriage certificate, civil partnership certificate or birth certificate)
 - c. Evidence that the EEA national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - working e.g. employment contract, wage slips, letter from the employer,
 - self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - studying e.g. letter from the school, college or university and evidence of sufficient funds, or
 - self-sufficient e.g. bank statements.
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named can stay indefinitely in the UK or has no time limit on their stay in the UK. If this document is in a passport, it must be a current passport. If it is in an expired passport, it must be transferred to a current passport.
 - a. If an applicant is to provide a document which states they have permanent residence under the EU 'Settlement' Scheme, the following must be provided:
 - Evidence of their settled status, i.e. a letter from the Home Office
 - A copy of the applicant's Biometric Residence Permit
 - A 'Right to Work Check Code' via <https://www.gov.uk/prove-right-to-work>
6. A current passport endorsed to show that the holder is exempt from immigration control, can stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK. If the passport has expired, they can use the Home Office Checking Service (£125).
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person can stay indefinitely in the UK or has no time

- limit on their stay in the UK, **and** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents **and** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
 9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **and** with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
 10. A certificate of registration or naturalisation as a British citizen **and** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B: Applicants with a document from List B have a temporary right to work in the UK. You will need to check their immigration status every time they collect their licence. Their licence will need to be re-issued by Licensing Services up to the expiry date of the document. This short-term licence cannot be extended - if the document is due to expire soon, they can either wait until their new document has arrived before collecting their licence, or accept the licence and renew it, providing new proof of right to work in the UK.

Please advise applicants with documents in List B to apply for a Biometric Residence Permit (BRP), which will make verification of their right to work in the UK quicker on renewal of their licence. If they do not apply for a BRP, they may have to pay for the Home Office Checking Service every time they renew and their licence will not be issued until this has been complete.

11. A current passport endorsed to show that the holder can stay in the UK and is currently allowed to do the type of work in question. If the passport has expired, they can use the Home Office Checking Service (£125).
12. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and can do the work in question. If this document is in a passport, it must be a current passport. If it is in an expired passport, it must be transferred to a current passport.
13. A current Residence Card in a current passport (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
14. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK and can do the type of work in question **and** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List C: If the applicant has sent documentation from List A/B to the Home Office, they can either wait for their documents to be returned before collecting their licence or use the Home Office Checking Service (£125). If the applicant has a document from List C, their licence will need to be re-issued by Licensing Services for six months. This short-term licence cannot be extended and they will need to renew it, providing new proof of right to work in the UK.

15. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **and** Verification from the Home Office Evidence

and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application.

16. A Verification issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK because they have an in-time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision.