

ASYLUM & IMMIGRATION - LIST OF SPECIFIED DOCUMENTS

Please bring either **ONE** of the documents from List 1, OR , **TWO** from List 2:

THESE MUST BE THE ORIGINAL DOCUMENTS AND NOT COPIES.

List 1

- Your **passport** describing the holder as a **British Citizen** or having the right of abode in, or re-admission to, the United Kingdom. **NB A *British Visitor's passport is not satisfactory.***
- A UK **residence permit** issued by the Home Office.
- Your **passport** containing a **certificate of entitlement** by the UK Government certifying that the holder has the right of abode in the UK – we will also require copies of the letters issued at the same time as the endorsement.
- Your **passport** or other travel document e.g. Biometric Immigration Document endorsed to show that the person named is **exempt from immigration control**, has indefinite leave to enter, or remain in, the UK or has no time limit on his/her stay; or a letter issued by the Home Office confirming the person named has this status.
- Your **passport or other travel document** endorsed to show that you can stay in the UK and that this endorsement allows you to do the type or work for which you are applying; and letter issued by the Home Office confirming the person named has this status
- An **Application Registration Card** issued by the Home Office to an asylum seeker stating that you are permitted to take employment.
- Your **passport or national identity** card issued by a State which is a party to the European Economic Area Agreement and which describes the holder as a national of that state. These are:

Austria
Belgium
Cyprus
Czech Republic*
Denmark
Estonia*
Finland
France
Germany

Greece
Hungary*
Iceland
Ireland
Italy
Latvia*
Lichtenstein
Lithuania*
Luxembourg

Malta
Netherlands
Norway
Poland*
Portugal
Slovakia*
Slovenia*
Spain
Sweden
Switzerland

** If a person is from one of these states, then they must apply to the Home Office / Border and Immigration Agency under the Worker Registration scheme, within 1 month of them starting work.*

NB: If the document you are bringing does not show your current surname you will also need to bring proof of your change of name.

IMPORTANT NOTE
A DRIVING LICENCE IS NOT ACCEPTABLE

List 2

Please bring **TWO** documents from **either** the 1st or the 2nd combination. **One document from each will not be acceptable.**

First Combination

A document showing your permanent **National Insurance Number** from a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or their Northern Ireland equivalents). You can bring your P45, P60, pay slip, NINO card or a letter from one of these bodies. **NB A document showing a temporary National Insurance Number is not satisfactory.**

And either:

1. Your **full birth certificate/adoption certificate** issued in the UK, Ireland, Channel Islands or Isle of Man which includes the name(s) of your parent(s). **A short abbreviated certificate is not acceptable.**
2. Your **certificate of registration or naturalisation** as a British Citizen.
3. A **letter issued by the Home Office** indicating that you can stay indefinitely in the UK, or has no time limit on your stay.
4. An **Immigration Status Document** issued by the Home Office with an endorsement indicating that you can stay indefinitely in the UK, or have no time limit on your stay **OR** indicating that you can stay in the UK and this allows you to do the type of work for which you are applying.
5. A **letter** issued by the Home Office indicating that you can stay in the UK and this allows you to do the type of work for which you are applying.

Second Combination

A **Work Permit** issued by Work Permits UK or Permission from the new Sponsorship System.

And either:

1. Your **passport or other travel document** endorsed to show that you can stay in the UK and take the work permit employment in question.
2. A **letter issued by the Home Office** confirming that you can stay in the UK and takes the work permit employment in question.

A 12 month visa allowing you to remain in the UK will not exclude you from employment; however this will be investigated before an offer can be made.