

Right to work checks

Ensuring that all employees have the legal right to work in the UK is a mandatory requirement for employers. Conducting right to work checks protects the employer from penalties and ensures compliance with UK immigration laws.

This process involves verifying an individual's eligibility to work before they start employment and maintaining proper records of these checks.

You should inform candidates of the required documents at the earliest stage, ideally during the conditional offer process, to allow sufficient time for them to prepare.

Employers must ensure that no assumptions are made about a candidate's eligibility based on nationality, race, or ethnicity.

If a candidate does not provide the required documents, the conditional offer may need to be withdrawn.

You must do one of the following:

- a manual right to work check – original documents must be provided, see lists A and B below.
- a right to work check using Identity Document Validation Technology (IDVT) via the services of an Identity Service Provider (IDSP).
- a Home Office online right to work check.

Manual right to work checks:

Where you are carrying out a manual check, the employee must provide documents from either list A or list B

They must hold the original documents. You must check that the documents are genuine and that the person presenting them is the prospective or existing employee, the rightful holder and allowed to do the type of work you are offering.

You must make a clear copy of each document in a format which cannot manually be altered and retain the copy securely: electronically or in hardcopy.

You must also retain a secure record of the date on which you made the check.

Where the right to work has an expiry date employers make themselves aware how long it lasts for, and if, and when they are required to do a follow- up check.

List A – acceptable documents to establish ongoing right to work in the UK

1.	A passport (current or expired) showing 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 passport card (current or expired) showing that the holder is an Irish citizen.
3	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(J) 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.
4	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.
5	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, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6	A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
7	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with 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 certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

Please note that a passport cannot be used as proof of right to work if it has a clipped corner.

List B Group 1 – documents where a time-limited right to work lasts until the expiry date of leave

1.	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.
2	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(J) 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.
3	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 is allowed to do the type of work in question, together with 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 Group 2 – documents where a time-limited right to work lasts for six months

1	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 (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2	A Certificate of Application (non-digital) 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 (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4	An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5	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.

Identity Document Validation Technology

This is unlikely to be an option to most parishes as the cost will be inhibitory. You can find out more on the [government website](#).

Home Office Online Right to Work Check

If an employee is not a British or Irish citizen, you can use the Home Office online service to check their right to work. This is usually easier for most employers than conducting a manual check.

The employee will need to go onto the Home Office website:

<https://www.gov.uk/prove-right-to-work/get-a-share-code-online>

They will be asked to provide details from their passport or similar and the website will issue them with a share code.

The employee should provide you with the share code and their date of birth which you will input into the Home Office website along with details of your organisation:

<https://www.employer-request-a-check.homeoffice.gov.uk/eligibility>

As an employer, you must make and retain copies of all relevant documentation as proof that the check was conducted correctly.

- **Online Checks:** Save the profile page from the Home Office online service showing the candidate's photograph, status, and date of the check.
- **Manual Checks:** Make clear, legible copies of the relevant document pages, such as the passport photo and personal details page; include the date the check was done and the signature and name of the person who did the check.

All records must be securely stored in compliance with GDPR.

As an employer, you must retain this evidence for the duration of the individual's employment and for **two years after their employment ends**. This provides a statutory defence in the event of a Home Office audit or allegations of illegal working.

Schedule follow-up checks (if required)

For candidates with time-limited work permissions, such as Skilled Worker visa holders, you must conduct follow-up checks before the expiration of their visa. You should:

- Maintain reminders for visa renewal deadlines to ensure timely action.
- Notify employees in advance of the need to renew their documents.
- Conduct a new online check to verify the updated status once the candidate has renewed their visa.

Failure to conduct checks or employing someone whose right to work has expired can result in significant penalties, including fines and reputational damage.

Employment of Ukrainian nationals

Ukrainian nationals with permission under the Ukraine Family Scheme, Homes for Ukraine Scheme, or Ukraine Extension Scheme have the right to work in the UK. Employers must conduct a Home Office online right to work check using the individual's share code and date of birth.

Ukrainian passports and identity documents may assist individuals in generating a share code but are not, by themselves, valid evidence of right to work. Employers are not required to retain copies of Ukrainian passports. The statutory excuse is obtained through completing the Home Office online right to work check.

Employers must keep evidence of the online check result (such as the profile page confirming the individual's right to work) and record the date the check was carried out.

The Ukraine Permission Extension Scheme (UPE) opened on 4 February 2025, allowing eligible individuals to extend their stay and continue working. Employers must verify extensions via the Home Office online service and complete follow-up checks where required.