

GUIDE FOR APPLICANTS TO NFA
DOCUMENTS ACCEPTED AS PROOF OF RIGHT TO WORK IN THE UK

LIST A

ONE FROM THE FOLLOWING LIST OF DOCUMENTS CAN BE SHOWN

- A passport showing that you are a British Citizen or have a right to live in the UK
- A passport or national identity card showing that you are a national of an EEA country or Switzerland.
- A residence permit , registration certificate or document certifying or indicating permanent residence issued by the Home Office or Border and Immigration Agency issued to you as a national of a EEA country or Switzerland
- A permanent residence card issued by the Home Office or the Border and Immigration Agency to you as a family member of a national of an EEA country or Switzerland.
- A Biometric Immigration Document issued but the Border and Immigration Agency issued to you, which indicates that you are allowed to stay indefinitely in the UK, or has no time limit on your stay in the UK.
- A passport or other travel documents that shows that you are exempt from immigration control and are allowed to stay in UK indefinitely, have right to abode in the UK or has no time limit on your stay in the UK
-

IF YOU DO NOT HAVE ONE OF THE ABOVE THEN TWO DOCUMENTS IN THE COMBINATION INDICATED MUST BE SHOWN.

A document containing your permanent National Insurance (NI) Number. Only a P45, P60, NI Card or letter from a Government agency are acceptable.

Together with ONE of the following;

- An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to you with an endorsement indicating that you are allowed to stay indefinitely in the UK or has no time limit on your stay in the UK
- A full Birth Certificate issued in the UK which includes the name(s) of at least one of the holder's parents
- A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder's adoptive parents.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland
- A adoption certificate issued in the Channel Islands, the Isle of Man or Ireland
- A certificate of registration or naturalisation as a British citizen
- A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK

LIST B

DOCUMENTS WHICH SHOW A RIGHT TO WORK FOR UP TO 12 MONTHS

- A passport or travel document endorsed to show that you are allowed to stay in the UK and are allowed to do the type of work in question, providing that it does not require the issue of a work permit.
- A Bimetric Immigration Document issued by the Border and Immigration Agency to you which indicates that you can stay in the UK and are allowed to do the work in question.
- A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a EEA country or Switzerland

OR TWO DOCUMENTS IN THE FOLLOWING COMBINATIONS

1. A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency

Together with one of the following:

- A passport or another travel document endorsed to show that you are allowed to stay in the UK and are allowed to do the work in question
 - A letter issued by the Home Office or Border and Immigration Agency to you or your employer or prospective employer confirming the above.
2. A certificate of Application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a EEA country or Switzerland, less than 6 months old, stating that you are permitted to take employment.

Or

An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that you are permitted to take employment.

3. A document issued by a previous employer or Government agency which contacted the National Insurance Number and Name of the holder.

Together with:

- An immigration status document issued by the Home Office or the Border and Immigration Agency with an endorsement indicating that you can stay in the UK and is allowed to do the type of work in question

Or

- A letter issued by the Home Office or the Border and Immigration Agency to you, your employer or prospective employer which indicated that you can stay in the UK and are allowed to do the work in question.