

## ASYLUM AND IMMIGRATION ACT CHECK

Your name \_\_\_\_\_ Post applied for \_\_\_\_\_

Crystal Palace CDT has a legal obligation to check your eligibility to work in the UK.

There are two categories of identity documentation that we need to check – List 1 and List 2 (see below).

You need to provide one document from List 1

If you have no documents from List 1, then you need to provide two documents from List 2.

You must provide the actual document and not a photocopy.

### List 1

- Passport showing the holder as a British citizen or as having the right of abode in the United Kingdom.
- Document showing the holder is a national of an EEA country or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the United Kingdom to a national from an EEA country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has current right of residence in the United Kingdom as the family member of a national from an EEA country or Switzerland.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK or has no other time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the UK and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

## List 2

If you have no documents from list 1, you will need to provide two documents from either the first combination or the second combination of list 2.

### **First combination**

- A document giving the person's permanent national insurance number and name (P45, P60, national insurance card or letter from a government agency).

**Plus** one of the following:

- Full birth certificate issued in the UK which includes the names of the holder's parents; or
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; or
- A certificate of registration or naturalisation stating that the holder is a British citizen; or
- A letter issued by the Home Office which indicates that the person named in it can stay indefinitely in the UK or has no time limit on their stay; or
- An immigration status document issued by the Home Office with an endorsement indicating that the person named in it can stay indefinitely in the UK or has no time limit on their stay; or
- A letter issued by the Home Office which indicates that the person named in it can stay in the UK and this allows them to do the type of work you are offering; or
- An immigration status document issued by the Home Office with an endorsement indicating that the person named in it can stay in the UK and this allows them to do the type of work you are offering.

### **Second combination**

- A work permit or other approval to take employment that has been issued by Work Permits UK.

**Plus** one of the following:

- A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; or
- A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

