

NHS Lanarkshire

Guide to Acceptable Documentation for Identity, Right to Work and PVG/Disclosure Checks

This guide has been designed to help recruiting managers and prospective employees identify which documents can be used to satisfy pre-employment checks. [Appendix A](#) - 'The Employment Checks Cross Reference Tool' highlights which documents can be used for which checks. To satisfy the checks, prospective employees will need the following combination of documents:



Pre-employment Identity Checks

All employers are required to verify the identity of a prospective employee prior to appointment. Prospective employees **must provide original documents (plus a photocopy)** in either of these two **combinations**:

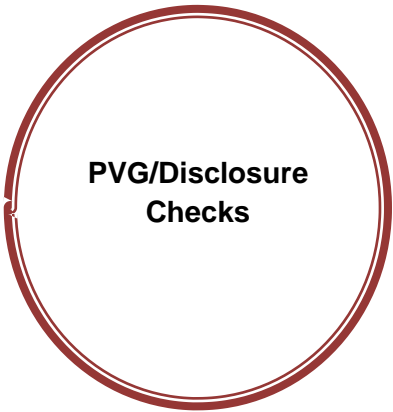
- ✓ Two forms of photographic personal identification and one document confirming their address (such as utility bill); **or**
 - ✓ One form of photographic personal identification and two documents confirming their address.
- (Please refer to Appendix A)**



Right to Work Checks

Under the Immigration, Asylum and Nationality Act 2006 all employers are required to check the entitlement to work in the UK of all prospective employees, **before** they start employment. This check is carried out at interview stage and therefore all candidates invited to interview are asked to bring documentary evidence (originals plus a photocopy) of their right to work in the UK .

Only original documents or combinations **(see combinations above)** of original documents in List A or List B can be accepted as proof that someone is allowed to work in the UK. **(Please refer to Appendix A for List A & B)**



PVG/Disclosure Checks

Where a prospective employee applies for a post that requires PVG/Disclosure - the person in HR countersigning the application form must satisfy themselves as to the identity of the applicant.

A minimum of three forms of identity must be checked; If possible, one of them should be photographic. These should confirm the name, the date of birth and the current home address of the applicant. **(Please refer to Appendix A)**

Photocopying Documents

If a **passport** is produced as one of the acceptable documents, the photocopy document must include:- Any pages providing the holder's personal details; nationality; photograph; date of birth; signature; date of expiry and biometric details; and any pages containing UK Government endorsements' showing the holder is allowed to work in the UK and carry out the work in question.

All other documents should be copied in full, including both sides of a Biometric Residence Permit.

Please note: With effect from 5th April 2022, if you hold a Current UK Biometric residence permit [BRP] card you will need to provide your Sharecode for verification prior to any unconditional offer of employment being issued.

Appendix A

EMPLOYMENT CHECKS CROSS REFERENCE TOOL

| CHECK TYPE DOCUMENTS | IDENTITY | | | RIGHT TO WORK | | PVG/DISCLOSURE | | |
|--|----------|---------|-----------|---|---|----------------------|---|--|
| | Photo | Address | Non-Photo | List A [Permanent right to work in UK] | List B [Temporary right to work in the UK] | Group 1 [Primary] | Group2a [Trusted Government] | Group 2b [Financial and Social] |
| Current UK/EU/other nationalities passport | ✓ | | | ✓ | ✓ | ✓ | ✓ | |
| Current UK Biometric residence permit [BRP] card (A Sharecode will be required following any conditional offer of employment). | ✓ | | | ✓ | ✓ | ✓ | ✓ | |
| Current residence card [issued since 6 April 2015] | | | | ✓ | ✓ | | ✓ | |
| EU national ID card [valid] | | | | ✓ | | | | ✓ |
| The National Entitlement Card (NEC) is Scotland's National Smartcard | | | | | | ✓ | | |
| Certificates of registration or naturalisation | | | | ✓ | | | | |
| UK full or provisional photo card driving licence | ✓ | ✓ | | | | ✓ | | |
| EU/other nationalities photo card driving licence [valid up to 12 months on entry to UK] | ✓ | | | | | | | |
| UK full old-style paper driving licence [old-style provisional licences are not acceptable] | | | ✓ | | | | | |
| Driving Licence (without photograph) | | | | | | ✓ | | |
| Application registration card [for asylum claimants] | | | | | ✓ | | | ✓ With a Positive Verification Notice |
| Certificate of application, issued by the Home Office | | | | ✓ | ✓ Dated within the past six months | | | ✓ |
| Positive Verification Notice | | | | ✓ | ✓ | | | ✓ |
| Work permit/residency permit [UK] valid to the expiry date | | | ✓ | | | | | ✓ |
| Current immigration status document | | | | ✓ | ✓ | | ✓ With an official document stating NIN and name | |
| Identify cards carrying the PASS accreditation logo [UK and Channel Islands] | ✓ | | | | | | | ✓ |
| HM Armed Forces Identity card [UK] | ✓ | | | | | | ✓ | |
| Letter from head teacher or college principal [16- 19 year olds] | | | ✓ | | | | | ✓ |

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|--|--|---|----------------------------|---|--|---|---|---|
| Utility bill [gas, water, electricity or landline telephone] | | ✓ Dated within the past three months | | | | | | ✓ Dated within the past three months |
| Local authority tax statement i.e. council tax | | ✓ Dated within one year | | | | | | ✓ Dated within one year |
| Full old-style paper driving licences [not provisional] | | ✓ | ✓ | | | | | |
| HM Revenue and Customs tax notification | | ✓ Dated within one year | | | | | | |
| Financial statement [bank, building society or credit card] – UK and EEA only] | | ✓ | | | | | | ✓ |
| Bank of Building Society account opening letter | | ✓ Dated within the past three months | | | | | | ✓ Dated within the past three months |
| Credit union statement | | ✓ | | | | | | |
| Mortgage statement from a recognised lender [UK/EEA] | | ✓ | | | | | | |
| Financial statement i.e. pensions or endowment | | ✓ | | | | | | |
| Local council rent card or tenancy agreement | | ✓ | | | | | | |
| Evidence of entitlement to DWP benefits i.e. child benefit, pension etc. | | ✓ | ✓ | | | | | |
| Benefit statement i.e. tax credits | | ✓ | ✓ | | | | | ✓ |
| Confirmation from an electoral register | | ✓ | | | | | | |
| Full birth certificate [UK and Channel Islands] | | | ✓ | ✓ | | ✓ | ✓ | |
| Full birth certificate issued by UK authorities overseas | | | ✓ | | | | | |
| Most recent HM Revenue and Customs tax notification i.e. assessment, statement of account, P45, P60 or notice or coding [UK and Channel Islands] | | ✓ Dated within one year | ✓ Dated within one year | | | | | ✓ Dated within one year |
| Adoption certificate [UK and Channel Islands] | | | ✓ | ✓ | | ✓ | | |
| Right of abode certificate | | | | ✓ | | | | |
| Marriage/civil partnership certificate | | | ✓ | | | | ✓ | |
| Gender recognition certificate | | | ✓ | | | | | |
| Deed poll certificate | | | ✓ | | | | | |
| Firearms certificate/licence [UK, Channel islands and Isle of Man] | | | ✓ | | | | ✓ | |

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|--|--|--|---|--|--|--|---|---|
| Police registration document | | | ✓ | | | | | |
| Certificate of employment in the HM Forces [UK] | | | ✓ | | | | | |
| Local/central government agency or local council , giving entitlement such as the department for Work and Pensions, the Employment Service or HRMC | | | ✓ | | | | ✓ | |
| Letter of sponsorship from future employer | | | | | | | ✓ | ✓ |