



Asylum and Immigration

By law we must prove your right to work in the UK. To do this we need to inspect original documents that show your right and we must also keep a copy of these.

We must inspect the documents listed below and you may also have to give further documents to explain any changes in name (i.e. marriage, divorce or deed poll documents).

If you have a document from list A then we do not have to ask you to show it to us again after you start a job with Accord.

If you have documents from list B then, you will have to show us up to date documents throughout your employment with Accord.

List A documents

1. A passport showing that you, or your child, is a British or UK citizen and has the right to live in the UK; **or**
2. A passport or national identity card showing that you, or your child, is a national of a European Economic Area country or Switzerland; **or**
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland; **or**
4. A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland; **or**
5. A Biometric Immigration Document issued to you by the Border and Immigration Agency which indicates that you are allowed to stay indefinitely in the UK, or that you have no time limit on your stay in the UK; **or**
6. A passport or other travel document endorsed to show that you are exempt from immigration control, allowed to stay indefinitely in the UK, have the right to live in the UK, or has no time limit on their stay in the UK; **or**
7. An Immigration Status Document issued to you by the Home Office or the Border and Immigration Agency with an endorsement indicating that you are allowed to stay indefinitely in the UK, or have no time limit on your stay in the UK, when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card); **or**
8. A full birth certificate issued in the UK which includes the name(s) of at least one of your parents, when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card); **or**
9. A full adoption certificate issued in the UK which includes the name(s) of at least one of your adoptive parents, when produced in combination with an official document giving your permanent National Insurance Number your name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card); **or**
10. A birth certificate issued in the Channel Islands, the Isle of Man, or Ireland, when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card); **or**
11. An adoption certificate issued in the Channel Islands, the Isle of Man, or Ireland, when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card); **or**

12. A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card); **or**
13. A letter issued by the Home Office or the Border and Immigration Agency to you which indicates that you are allowed to stay indefinitely in the UK, or have no time limit on your stay, when produced in combination with an official document giving the person's permanent National Insurance Number and your name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).

List B documents

1. A passport or other travel document endorsed to show that you are allowed to stay in the UK and are allowed to do the work in question, provided that it does not require the issue of a work permit; **or**
2. A Biometric 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; **or**
3. A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency, when produced in combination with either 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, or a letter issued by the Home Office or the Border and Immigration Agency to you, or the employer or prospective employer confirming the same; **or**
4. 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 European Economic Area country or Switzerland, stating that you are permitted to take employment, which is less than 6 months old, when produced in combination with evidence of verification by the Border and Immigration Agency Employer Checking Service; **or**
5. 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 European Economic Area country or Switzerland; **or**
6. An Application Registration Card (ARC) issued by the Home Office or the Border and Immigration Agency stating that you are permitted to take employment, when produced in combination with evidence of verification by the Border and Immigration Agency Employer Checking Service; **or**
7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to you with an endorsement indicating that you can stay in the UK, and are allowed to do the work in question, when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or previous employer (e.g. P45, P60, National Insurance Card); **or**
8. A letter issued by the Home Office or the Border and Immigration Agency to you or the employer or prospective employer, which indicates that you can stay in the UK and are allowed to do the work in question, when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or previous employer (e.g. P45, P60, National Insurance Card).