

Right to Work Checklist

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Business Solutions to HR Problems

Name of Person:			
Date of Check:			
Type of Check:	Initial check before employment		Follow up check on an employee

SECTION A – Checking Method

Identity Document Validation Technology (IDVT) Check	
1. Satisfy yourself that the photograph and biographic details (for example, date of birth) on the output from the IDVT check are consistent with the individual presenting themselves for work	
OR Home Office Online Check	
1. Visit www.gov.uk/view-right-to-work using a share code and persons date of birth.	
2. Satisfy yourself that any photograph on the online right to work check is of the individual presenting themselves for work.	
OR Manual Check	
Follow the step by step process detailed below:	

SECTION B – 3 Step Process

Step 1 - Obtain			
You must obtain original documents from either List A or List B of acceptable documents. (see Employee Details Form, separate list or visit GOV.uk)			
Step 2 - Check			
You must check that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.			
	YES	NO	N/A
1. Photographs and dates of birth are consistent across documents and with the person's appearance in order to detect impersonation			
2. Are dates of birth consistent across documents and with the person's appearance?			
3. Expiry dates for permission to be in the UK have not passed			

4. Any work restrictions to determine if the person is able to do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)			
5. The documents are genuine, have not been tampered with and belongs to the holder?			
6. The reasons for any different names across documents can be explained by providing evidence (e.g. marriage certificate, divorce decree, deed poll)? Supporting documents should also be photocopied and a copy retained.			

Step 3 – Copy & Retain			
You must make a clear copy of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain the following for the duration of employment and for two years after the employment has come to an end:			
	YES	NO	N/A
1. Passports: any page with the document expiry date, the holder's nationality, date of birth, signature, immigration permission, expiry date, biometric details, photograph and any page containing information indicating the holder has an entitlement to enter or remain in the UK (visa or entry stamp) and undertake the work in question (the front cover no longer has to be copied).			
2. All other documents in full, incl. both sides of an Immigration Status Document and an Application Registration Card.			
3. IDVT identity check output			
4. Response provided by the online right to work check			
You must also record and retain the date on which the check was made.			

SECTION C – Follow Up

Know the type of excuse you have:	
<p>If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.</p> <p>The documents that you have checked and copied are from the relevant lists or stated on the responses received from Home Office or ISDP checks, meaning:</p>	
1. (List A:) You have a continuous statutory excuse for the full duration of the person's employment with you. You are not required to carry out any repeat right to work checks on this person.	

2. (List B: Group 1) - You have a time-limited statutory excuse which expires when the person's permission to be in the UK expires. You should carry out a follow-up check when the document evidencing their permission to work expires.	
3. (List B: Group 2) - You have a time-limited statutory excuse which expires 6 months from the date specified in your Positive Verification Notice. This means that you should carry out a follow-up check when this notice expires.	

Date follow-up check required:		Diary reminder set?	
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Checks completed on behalf of the employer by:

Name:	
Job Title:	