Verification of Identity and Right to Work Guide

In accordance with NHS Employers and the Disclosure and Barring Service (DBS), we are required to verify each candidate's identity and/or their right to work in the UK and qualifications essential to the post. If you are unable to provide these documents your start date may be delayed and may result in us being unable to proceed with your offer of employment.

Here at the NHS England (NHSE) we use an encrypted digital pre-employment checking tool called Amiqus, which will allow you to submit your information and documents safely and securely online.

amiqusID

To comply with UK government Legislation regarding the 'Digital Identity and Attribute Trust framework (DIATF) all candidates will be required to complete the Amiqus **Photo ID Verification** request by downloading the Amiqus App, instructions on how to download and link your request to the app will be provided in your Amiqus request.

Once downloaded you will be asked to take a photo of a British or Irish passport and allow the app to scan the chip within as well as take a photo of yourself. Please confirm in the app if you are unable to provide this document and a follow up request will be sent to you for completion.

Please note if you are unable to provide a Sharecode, or a Valid British/Irish passport or if Amiqus is unable to verify the passport, you will be required to provide the original copy your Right to Work Documentation no later than your start date.

This document has been designed to help you provide the documents we need to complete your request as soon as possible. To verify your identity, please provide a total of **three** documents. The document(s) supplied as verification of right to work in the UK may be included; however, the following combinations must be supplied.

- **2** forms of **photographic** personal identification and **1** document containing your **address**. • **1** form of **photographic** personal identification and **2** documents containing your **address**.

Please Note:

- All documents provided must be original, valid and in date (if applicable) to be accepted.
- Documents downloaded from the internet cannot be accepted.
- All images/documents must be clear and legible. We cannot accept images which are blurred or where fingers are obscuring details.
- All documentation provided must be in your legal name/gender.
    - Documents can only be accepted in a different name/gender if provided in conjunction with evidence of the name/gender change such as marriage or civil partner certificate, decree absolute or civil partnership dissolution certificate, deed poll certificate or gender recognition certificate.

The information provided in this guidance is not exhaustive. For further advice, please contact nhsei@nhsbsa.nhs.uk where we will be happy to help you.

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Common Documents

This section has been created so you can provide the minimum number of documents required to complete **identity checks in line with the Home Office, NHS employers and DBS guidelines**. We have included the most commonly held documents however a full list of all acceptable documents can be found in the relevant section.

We require a minimum of one document to confirm right to work and a combination of 3 photographic and/or address documents to confirm your identity.

Right to work in the UK

To confirm that you have the legal right to work in the UK, please provide us with one of the following documents:

- **UK Passport** (current or expired).
- **Valid Irish passport or passport card** (current or expired) showing that the holder is a national of the Republic of Ireland.
- A **Home Office share code** beginning with a W from gov.uk, indicating that the person named is allowed stay in the UK and they are allowed to do the work in question. Share codes beginning with a R or S will not be acceptable as they will not confirm right to work status. The code can be provided via a screenshot, snippet, print screen, photo of the code written on paper, etc.
- **UK Birth certificate** together with **proof of national insurance number** i.e., NI card (both documents must be provided).

Original documentation other than a Valid UK/Irish passport MUST be seen in person on or prior to any official start date.

Photographic identification

To provide proof of who you are, please provide us with at least one of the following documents:

1. **Valid UK or other nationalities passport.**
2. **Valid UK full or provisional photo-card driving licence.**
3. **Biometric Residence Permit (UK) card.**

Confirmation of current address documents

To confirm that you reside at your named address, please provide us with at least one of the following documents:

1.	**UK utility bill** dated within the last 6 months. *If have been asked to complete a DBS check the document must be dated within the last 3 months.*
2.	**Local Authority tax statement** (i.e., council tax bill) dated within the last 12 months.
3.	**UK full or provisional photo-card driving licence** (if not already presented as personal photographic identification).
4.	**A financial statement** such as bank, building society, credit card dated within the last 6 months. *If have been asked to complete a DBS check the document must be dated within the last 3 months.*
5.	**Mortgage statement** from a recognised UK lender dated within the last 12 months**.**

Verification of right to work in the UK

To confirm you have the legal right to work in the UK, please provide **either:**

1. A **single** document or **combination** of documents from **List A**, **2.** A **single** document or **combination** of documents from **List B**.

List A – Acceptable single documents

1.	A **UK passport** (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	An **Irish passport or passport card** (current or expired) showing that the holder is a national of the Republic of Ireland.
3.	A **current** document issued by **the Home Office** to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
4.	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been **verified as valid by the Home Office Employer Checking Service**, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5.	A **Home Office share code** beginning with a W from gov.uk, indicating that the person named is allowed stay in the UK and they are allowed to do the work in question. Share codes beginning with a R or S will not be acceptable as they will not confirm right to work status. The code can be provided via a screenshot, snippet, print screen, photo of the code written on paper, etc.
6.	A **current non-UK passport** endorsed to show that the **holder is exempt from immigration control**, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

Original documentation other than a Valid UK/Irish passport MUST be seen in person on or prior to any official start date.

List A – Acceptable combination documents

*Either of the documents listed below can be accepted **only** when presented with an official document showing your **permanent National Insurance number and name**. **This could be a P45, P60, National Insurance card, or a letter from a Government Agency or previous employer.***

1. A **UK birth or adoption certificate,**
2. A **Channel Islands, the Isle of Man or Ireland birth or adoption certificate**,
3. A **certificate of registration or naturalisation as a British citizen**

Original documentation other than a Valid UK/Irish passport MUST be seen in person on or prior to any official start date.

List B – Group 1 – Acceptable single documents

Documents where a time-limited statutory excuse lasts until the expiry date of leave.

1. A **current non-UK passport** endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **Home Office share code** beginning with a W from gov.uk, indicating that the person named is allowed stay in the UK and they are allowed to do the work in question. Share codes beginning with a R or S will not be acceptable as they will not confirm right to work status. The code can be provided via a screenshot, snippet, print screen, photo of the code written on paper, etc.
3. A **current document issued by the Home Office** to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been **verified as valid by the Home Office Employer Checking Service**, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been **verified as valid by the Home Office Employer Checking Service**, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.

Original documentation other than a Valid UK/Irish passport MUST be seen in person on or prior to any official start date.

List B – Group 1 – Acceptable combination documents

Documents where a time-limited statutory excuse lasts until the expiry date of leave.

*The document listed below can be accepted **only** when presented with an official document showing your **permanent National Insurance number and name**. This could be a **P45, P60, National Insurance card, or a letter from a Government Agency or previous employer.***

1. A **current Immigration Status Document** containing a photograph issued to you by the Home Office, with a valid endorsement indicating you may stay in the UK and are allowed to do the type of work in question.

Original documentation other than a Valid UK/Irish passport MUST be seen in person on or prior to any official start date.

List B – Group 2 – Acceptable single documents

Documents where a time-limited statutory excuse lasts for six months.

1. A **Positive Verification Notice issued by the Home Office Employer Checking Service** to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question

Original documentation other than a Valid UK/Irish passport MUST be seen in person on or prior to any official start date.

List B – Group 2 – Acceptable combination documents

Documents where a time-limited statutory excuse lasts for six months.

*The documents listed below can be accepted **only** when presented with a **Positive Verification Notice from the Home Office Employer Checking Service***

1. An **Application Registration Card** issued by the Home Office stating that the holder is permitted to take the employment in question
2. A **document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey** showing that the holder has made an **application for leave to enter or remain** under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021.
3. A **document issued by the Home Office** showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021

Original documentation other than a Valid UK/Irish passport MUST be seen in person on or prior to any official start date.

Settled Status/Pre-Settled Status

From **1 July 2021** EU, EEA or Swiss National (except Irish National) will need to demonstrate your right to work in the UK by either:

1. A **single/combination immigration document(s)** from the lists above.
2. A **Home Office share code** beginning with a W from gov.uk, indicating that the person named is allowed stay in the UK and they are allowed to do the work in question. Share codes beginning with a R or S will not be acceptable as they will not confirm right to work status. The code can be provided via a screenshot, snippet, print screen, photo of the code written on paper, etc.

Please be aware, (pre-)settled status can only be checked when Photographic ID verification been confirmed in Amiqus.

Tier 2 or Skilled worker visas

A candidate who requires a Tier 2 or skilled worker Visa and has completed all other necessary pre-employment checks can only start in post once the following have been completed:

1. **A Certificate of Sponsorship** has been issued for that individual by Corporate HR.
2. The individual has provided **proof that they have applied for a Tier 2 or skilled worker Visa**.
3. A **Home Office share code** beginning with a W from gov.uk, indicating that the person named is allowed stay in the UK and they are allowed to do the work in question. Share codes beginning with a R or S will not be acceptable as they will not confirm right to work status. The code can be provided via a screenshot, snippet, print screen, photo of the code written on paper, etc.

Original documentation other than a Valid UK/Irish passport MUST be seen in person on or prior to any official start date.

The right to work (RTW) check for the candidate will remain open on Amiqus and Trac until they have received their Tier 2 or skilled worker Visa and provided their new Biometric Residence Permit.

Verification of identity

To verify your identity, please provide a total of three documents. The document(s) supplied as verification of right to work in the UK may be included; however, the following combinations must be supplied.

2 forms of **photographic** personal identification and **1** document containing your **address**. **1** form of **photographic** personal identification and **2** documents containing your **address**.

All documentation provided must be in your legal name (unless evidence of a legal name change can be provided) and match the name used on your application form.

Acceptable photographic personal identification

The below list includes all Documents we can accept to complete photographic identity check in line with the NHS employers' guidelines.

If you are **unable to provide at least one** of the below, please refer to the acceptable **nonphotographic identification section**.

1. **Valid passport** (issued by any country).
2. **Valid UK full or provisional photo-card driving licence**. Please note that this counts as one document and can be presented as either photographic identification **or** confirmation of current address documentation.
3. **HM Armed Forces identity card**.
4. **Biometric Residence Permit (UK) card**. **Both** sides of the BRP must be copied and kept on file
5. Other nationalities photo card driving licence (valid up to 12 months from the date when the individual entered the UK. To prove entry date to the UK, the passport page with stamp as well as ID page with name and photograph must be provided. The person checking the document must be able to assure themselves that the licence is bona fide)
6. **EEA/EU Government issued identity cards**, containing a biometric, that comply with Council Regulation (EC) No 2252/2004
7. **Identity cards carrying the PASS (Proof of Age Standards Scheme) accreditation logo** (issued in the UK, Channel Islands, and Isle of Man only). These can be applied for and obtained via http://www.pass-scheme.org.uk/card-suppliers when an individual reaches a certain age (12-15, 16-18, 18+). These have no expiry date, so it is at the ID checker's discretion to accept providing the photo is recent and you can tell it is the same person. Organisation identity cards are not acceptable as they do not contain watermarks, holograms, or other security marking.

Acceptable confirmation of current address documents

The below list includes all Documents we can accept to complete the confirmation of address check in line with the **NHS employers' guidelines**. Please note that **if you are required to complete a DBS check**, all financial statements and Utility bills must be dated **within 3 Months**

1. **UK utility bill** or letter from the service provider confirming the pre-payment terms of service at a fixed address dated within the last six months. More than one utility bill can be accepted if they are from two different suppliers and bills in joint names are also acceptable.
2. **Local Authority tax statement** (i.e., council tax bill) dated within the last 12 months.
3. **UK full or provisional photo-card driving licence** (if not already presented as personal photographic identification).
4. **UK full 'old-style' paper driving licence** (not provisional).
5. **Most recent HMRC tax notification** such as an assessment, annual tax summary, statement of account or notice of coding (**not P45 or P60**), dated within the last 12 months.
6. **A financial statement** such as bank, building society, credit card, credit union, pension, or endowment statement (UK or EEA) dated within the last six months. Statements issued outside of the EEA cannot be accepted.
7. **Mortgage statement** from a recognised UK lender dated within the last 12 months. Statements issued outside of the EEA cannot be accepted.
8. **Local council rent card or tenancy agreement** dated within the last six months.
9. **Evidence of entitlement to Department for Work and Pensions (DWP) benefits** dated within the last 12 months.

Original documentation should always be provided, and online documents currently cannot be accepted as confirmation of address.

Acceptable non-photographic personal identification

If you are genuinely unable to provide acceptable photographic personal identification, please provide:

A. **A certified passport sized photograph** of yourself – certified photos must be endorsed by a person of reputable authority.
B. **two** forms of **non-photographic** personal identification listed below

1. **A certified passport sized photograph** of yourself – certified photos must be endorsed by a person of reputable authority.

2. **two** forms of **non-photographic** personal identification listed below

1. **Full UK birth certificate** (UK, Channel Islands and those issued by UK authorities overseas, such as embassies, high commissions, and HM Forces).
2. **UK full old-style paper driving licence** (not provisional).
3. **UK Adoption certificate** (UK and Channel Islands).
4. **UK Marriage or civil partnership certificate** (UK and Channel Islands).
5. **UK Divorce, dissolution, or annulment papers** (UK and Channel Islands).
6. **Gender recognition certificate**.
7. **Deed poll certificate**.
8. **Firearms certificate/licence** (UK, Channel Islands, and Isle of Man).
9. **Police registration document**.
10. **Certificate of employment in the HM Forces** (UK).
11. **Evidence of entitlement to Department for Work and Pensions (DWP) benefits** dated within the last 12 months.
12. **UK Work permit/residency permit** valid up to the expiry date.
13. **Most recent HMRC tax notification** such as an assessment, P45, P60, annual tax summary, statement of account or notice of coding, dated within the last 12 months.
14. **A document from a local/central government** authority or local authority giving entitlement, such as Employment Services, **Job Centre, Social Security Services** (UK and Channel Islands) dated within the last 6 months.

Certified passport photos

When providing a **passport photo** as verification of identity they must be signed and **verified by an individual of reputable authority**.

A **person of reputable authority** can be defined as someone who works for a reputable organisation or has credibility through their work, for example a **police officer, teacher/lecturer, civil servant etc**. This person can be relied on as a trusted source. NHS Employers gives guidance on Counter Signatories:

All Counter Signatories **must**:

1. work in (or be retired from) a **recognised profession**.
2. have **known the applicant for at least two years**, in a professional or personal capacity, and be able to confirm the identity of the individual.

They should **not**:

1. be closely related to the applicant by birth or marriage.*
2. be involved with the applicant e.g., in a relationship.*
3. live at the same address as the applicant*

Please visit gov.uk – Countersigning passport applications page for further information on what constitutes a recognised profession.

The passport photo **must be signed, dated, and must include contact details, position held and employer details** (if possible, on the back of the photo, but if not, a note should be attached to the photo containing this info)

* Definition taken from NHS Employers

Acceptable documents for those who have recently left full time education (16- to 19-year-olds who are unable to provide a combination of documents from the above sections)
Please provide a document from the acceptable photographic personal identification list or if this is genuinely not possible, a passport sized photograph which is endorsed by a person of some standing in your community. You will also need to provide **two** of the documents listed below:
1. **Grant or student loan agreement** from a local education authority (UK). 2. **Full UK birth certificate** (UK, Channel Islands and those issued by UK authorities overseas, such as embassies, high commissions, and HM Forces). 3. **National Insurance (NI) card** or proof of issue of an NI number from HMRC, Job centre or Employment Services. 4. **A letter from their head teacher**, tutor, or college principal (UK) verifying your name and other relevant information, e.g., address and date of birth.

5.	**Document from a Local Authority or Central Government** giving entitlement to Employment Services,
6.	J**ob Centre, Social Security Services letter** (UK and Channel Islands) etc. dated within the last six months.
7.	**Qualification certificate**.

Proof of qualifications and/or professional registration

If a qualification(s) and/or professional registration is an essential requirement on the Job Description of the role you have been offered, you will be asked to provide evidence of them.

1. Please provide the original qualification certificate(s).
2. Professional registration details should include details of the Registration Membership Body, a Professional Registration Number and expiry date.

On occasions when experience can be accepted in lieu of a qualification(s) and/or professional registration, we will ask the Recruiting manager if evidence is required however, we will always be required to request them, therefore please provide them if possible or let us know if you are unable to do so.

Disclosure and barring service (DBS) check

If the position requires a DBS check, this will be undertaken as part of the pre-employment check process.

The DBS ID checking guidelines differ from NHS Employers guidelines therefore we recommend you to check the website to ensure the documents you wish to submit can be can be accepted by all bodies.