

## DOCUMENTARY EVIDENCE SHEET – Non-UK / EEA Nationals

**This form is mandatory, employers must submit a copy with each application to ensure that they are complying with the DBS code of practice and 'Right to Work' checks**

An applicant who wants to do paid work and is not a national of the UK or European Economic Area (EEA) must be able to show:

- One primary document (below) **and**
- 2 supporting documents (see reverse)

**If an applicant is unable to provide this documentation, they cannot submit a DBS check. This is because the right to work in the UK can't be established. They can't use any other route.**

All documents must be originals, not copies. At least one must confirm their current address.

Applicant's Name _____	Enhanced <input type="checkbox"/>
Form Reference <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Standard <input type="checkbox"/>

✓	Primary Identity Documents
	A permanent Residence Card issued by the Home Office to the family member of a national of a EEA country or Switzerland
	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK
	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question
	A current 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
	A current 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
	A certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (EEA area) Regulations 2006, to a family member of a national of a EEA country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service
	An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service. See <a href="https://www.gov.uk/employee-immigration-employment-status">https://www.gov.uk/employee-immigration-employment-status</a>
	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a EEA country or Switzerland or who has a derivative right of residence
	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer
	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
	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

<b>Supporting Documents Group 1</b>	
	Current and valid Passport - Any Country
	Biometric Residence Permit - UK only
	Current Full OR Provisional Photo Card Driving Licence – UK / Channel Islands / Isle of Man & EEA only
	Original Birth Certificate – UK / Channel Islands / Isle of Man only - Issued within 12 months of birth (including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
	Adoption Certificate - UK and Channel Islands Only
	<b>A PASSPORT OR BIOMETRIC RESIDENCE PERMIT CAN ONLY BE USED AS A SUPPORTING DOCUMENT IF IT HAS NOT ALREADY BEEN USED AS A PRIMARY DOCUMENT</b>
<b>✓ Supporting Documents Group 2A</b>	
	Current Full OR Provisional Photo Card Driving Licence - All countries outside the EEA (excluding Isle of Man and Channel Islands)
	Current Full OR Provisional Paper Version Driving Licence (if issued before 1998) - UK/ Channel Islands / Isle of Man and EEA only
	Certified Copy of Birth Certificate - UK / Channel Islands / Isle of Man only. Issued after time of birth by the General Register Office – Photocopies are not acceptable
	Marriage Certificate / Civil Partnership Certificate - UK and Channel Islands only
	Immigration document, Visa or Work Permit – For applicants living and working <b>outside</b> of the UK. Issued by the country where the role is based
	HM Forces ID Card - UK Only
	Firearms Licence - UK / Channel Islands and Isle of Man only
<b>✓ Supporting Documents Group 2B</b>	
	Mortgage Statement - UK or EEA issued within last 12 months
	Bank OR Building Society Statement - UK / Channel Islands or EEA issued within last 3 months
	Bank OR Building Society Statement – For applicants living and working <b>outside</b> of the UK. Issued within last 3 months from a branch located in the country where the applicant lives and works
	Bank OR Building Society Account Opening Confirmation Letter - UK issued within last 3 months
	Credit Card Statement - UK or EEA issued within last 3 months
	Financial Statement – (e.g. pension or endowment) UK issued within last 12 months
	P45/P60 Statement - UK & Channel Islands issued within last 12 months
	Council Tax Statement - UK & Channel Islands issued within last 12 months
	Letter of Sponsorship from future employment provider - Non-UK/Non-EEA only – valid only for applicants residing outside of UK at time of application – Must still be valid
	Utility Bill - <b>Not</b> mobile telephone - UK issued within last 3 months
	Benefit Statement – (e.g. Child Benefit, Pension) UK issued within last 3 months
	A document from Central or Local Government / Government Agency / Local Council giving entitlement. (e.g. from the DWP, the Employment Service, HMRC) - UK & Channel Islands issued within last 3 months
	EEA National ID Card – Must still be valid
	Irish Passport Card – Cannot be used with an Irish Passport – Must still be valid
	Card Carrying the PASS accreditation logo – UK / Channel Islands / Isle of Man - must still be valid
	Letter from Head Teacher or College Principal – 16 to 19 year olds in full time education. Only to be used in exceptional circumstances if other documents cannot be provided. UK only – Must still be valid

Checked in accordance with the DBS code of practice: (By person named at W58 on application form)	
Signed _____	
Print Name: _____	
Date: ____/____/____	Safe & Sure DBS Membership Number: _____