

ELIGIBILITY AND RIGHT TO WORK CHECKLIST GUIDE

ROUTE	ID REQUIREMENTS	ADDITIONAL REQUIREMENTS
Route 1	1 <i>Group 1</i> document plus 2 further documents from <i>Group 1</i> or <i>2a</i> or <i>2b</i>	1. One document, must confirm current address 2. One document must confirm date of birth 3. ID must be provided to confirm name changes e.g. marriage certificate, decree nisi
Route 2	1 <i>Group 2a</i> document plus 2 further documents from <i>Group 2a</i> or <i>2b</i>	
Route 3	Birth Certificate (UK & CI) plus 1 <i>Group 2a</i> document plus 3 further <i>Group 2a</i> or <i>2b</i> documents	

Group 1 Documents (Primary Identity Documents)

Any current and valid Passport	Biometric Residence Permit (UK)
Full or provisional Driving Licence (UK, Channel Islands, Isle of Man & EEA), photo card	Adoption Certificate (UK and Channel Islands)
Birth Certificate (UK, Channel Islands, Isle of Man) issued within 12 months of date of birth (including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)	

Group 2a Documents (Trusted Government Documents)

Valid Full or provisional Driving Licence photo card (All countries outside the EEA (Excluding Isle of Man & Channel Islands)	Marriage/Civil Partnership Certificate (UK & Channel Islands)
Valid Full or provisional Driving Licence (paper version if issued before 1998) (UK, Isle of Man, Channel Islands & EEA)	HM Forces ID Card (UK)
Birth Certificate (UK, Isle of Man & Channel Islands) issued after time of birth	Firearms Licence (UK, Isle of Man & Channel Islands)

Group 2b Documents (Financial and Social History Documents)

Less than 3 months old	Less than 12 months old	Must still be valid
Bank/Building Society Statement (UK, Channel Islands or EEA) or account opening confirmation letter (UK)	Mortgage Statement (UK or EEA)	Valid EEA National ID Card
Utility Bill (UK), electricity, gas, water, telephone. (mobile phone bill not acceptable)	P45/60 Statement (UK & Channel Islands)	Letter of sponsorship from future employer (non UK & non EEA) residing outside UK
Credit Card Statement (UK or EEA)	Financial Statement (UK), e.g. pension, endowment (UK)	PASS card
Benefit Statement e.g. child benefit, Pension (UK)	Council Tax Statement (UK & Channel Islands)	Letter from Head Teacher
Document from Central/Local Government/Government Agency/Local Council giving entitlement (UK and Channel Islands) eg from Dept for Work and Pensions, Employment Service, HMRC.		