

## Employment E-Brief No 66

### TIGHTER RULES REGARDING EMPLOYMENT DOCUMENTS

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The list of documents an employer must check as proof of an employee's right to work legally in the UK has been tightened up, and from 1<sup>st</sup> May 2004 an employer must see one of the following:

- UK Passport;
- EEA Passport;
- National Identity Card;
- UK Residence Permit.

If these documents cannot be produced, an employer must see two documents from either

- An official document with a National Insurance Number, plus either
  - a full Birth Certificate (including the names of their parents);
  - a letter from the Home Office;
  - an Immigration Status Document.

Or

- A Work Permit, plus either
  - a Passport;
  - a letter from the Home Office, confirming that the worker has permission to enter or remain in the UK and take the work permit employment in question.

Under this new regime, these documents are no longer acceptable:

- Standard Acknowledgement Letters (SAL) issued to asylum seekers by the Home Office;
- a Construction Industry Scheme Card;
- Passport for a British Dependant Territory Citizen;
- short UK Birth Certificates.

It is also necessary to see the original document and be satisfied that it relates to the applicant in question. Copies of all documentation must be kept on file.

20<sup>th</sup> April 2004

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