

Right to work checks guidance

1) Check if a document allows someone to work in the UK

Use this service to find out:

- which types of documents give someone the right to work in the UK
- what a right to work check involves for each of them
- Click on the link below

<https://www.gov.uk/legal-right-work-uk>

2) Check a job applicant's right to work: use their share code

Check details of a job applicant's right to work in the UK, including:

- the types of work they're allowed to do
- how long they can work in the UK for, if there's a time limit

You'll need the job applicant's:

- date of birth
- right to work share code
- Click on the link below

<https://www.gov.uk/view-right-to-work>

3) Use the Employer Checking Service

Use this service to ask the Home Office to check an employee's or potential employee's immigration status if they cannot show their documents or online immigration status.

You only need to use this service if you cannot check the applicant's right to work online using their share code or check the applicants' original documents.

Click on the link below

<https://www.gov.uk/employee-immigration-employment-status>

1. Ask to see the applicant's original documents. You can no longer accept biometric residence cards or permits. Ask the applicant for a share code instead.

2. Check that the documents are valid with the applicant present.
3. Make and keep copies of the documents and record the date you made the check.

4) Follow-up checks

If your employee's right to work is time-limited, you'll need to check their documents again when it's due to expire.

5) Taking a copy of the documents

When you copy the documents:

- make a copy that cannot be changed, for example a photocopy
- make sure the copy is clear enough to read
- for passports, copy any page with the expiry date and applicant's details (for example nationality, date of birth and photograph) including endorsements, for example a work visa
- for all other documents you must make a complete copy
- keep copies during the applicant's employment and for 2 years after they stop working for you
- record the date the check was made

Prove your right to work to an employer: get a share code

This is for employees to get a share code and provide to the employer

Share details of your right to work in the UK, including:

- the types of job you're allowed to do
- how long you can work in the UK for

You'll need one of the following:

- your biometric residence permit number
- your biometric residence card number
- your passport or national identity card

<https://right-to-work.service.gov.uk/rtw-prove/id-question>