**Right to Work in the UK Checklist**

**For Department use only**

**For Initial RTW checks** **for New Employees** **conducted on or after 1 October 2022**

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| **Name of worker:** |       |  |
| **Date of check:** |       |  |
| ***Time of check*\*:** |       | *Only required when* ***RTW check is conducted at the start of the first day of work***  |
| ***Work start time*\*:** |       |
| **Name of RTW checker:** |       |  |
| **Name of online check photo verifier (if different)** |       | [ ] Video call[ ] In person |

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| **FOR IN-PERSON MANUAL RTW CHECKS** |
| **Step 1 *Obtain RTW evidence*** |
| **Please indicate the worker’s nationality & immigration status:**[ ]  UK or Irish national[ ]  EEA/non-EEA national with Indefinite Leave to Remain endorsed in a current passport |
| ***You must:**** ***obtain evidence of original documents*** *from* ***List A below****.*

*A full list of documents is available on the* [*Demonstrate Your RTW*](http://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/right-to-work/your-right-to-work-acceptable-documents/) *webpage.* * *ask the worker to*
	+ *email a clear, good quality scanned copy of their RTW documents to you*
	+ *book an appointment with you*
	+ *present their original RTW documents to you for verification at their appointment*
* *send the completed RTW Checklist to the Recruitment Hub/Staff Hub*
* *The Recruitment Hub/Staff Hub will Quality Check and save the completed RTW Checklist to e-file and update the HR Information system*
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| **List A (Continuous permission – no follow-up check required)** |
| A **current or expired British passport** showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.  |
| A **current or expired Irish passport or passport card** showing that the holder is an Irish citizen.  |
| A **current passport with an endorsement** 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 Home Office Immigration Status Document 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 **UK birth or adoption certificate**, **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 **certificate of registration or naturalisation** as a British citizen, **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 |

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| **FOR HOME OFFICE ONLINE RTW CHECKS**  |
| **Step 1 *Obtain RTW evidence***  |
| **Please indicate Nationality & Immigration Status of worker:**[ ]  EEA national or non-EEA dependent of an EEA national with EU Settlement Scheme Pre-settled/Settled Status[ ]  EEA national or non-EEA dependent of an EEA national with EU Settlement Scheme (digital) \*Certificate of Application (CoA)[ ]  EEA national with a Frontier Worker Permit[ ]  EEA/non-EEA national with Indefinite Leave to Remain endorsed on a Biometric Residence Permit/Card*\*If an EEA or non-EEA national dependant provides a* ***Home Office document*** *or (****non-digital)******Certificate of Application*** *showing that they have made an application for leave to enter or remain under Appendix EU to the immigration rules (i.e. EU Settlement Scheme), please refer to the* *Staff Compliance Team* *to undertake the RTW check as this will require* ***a Home Office Employer Checking Service Positive Verification Notice.*** *It can take 1-3 weeks to receive an ECS check result.* |
| **For those with time-limited permission to be in UK, please enter date follow-up RTW check required:**      |
| ***You must:**** *ask the worker to*
	+ *use the* [*Online RTW Check portal*](https://www.gov.uk/prove-right-to-work) *to obtain their RTW share code*
	+ *email a clear, good quality scanned copy of their RTW documents and RTW share code to you*
* *use the* [*Online RTW Check portal*](https://www.gov.uk/prove-right-to-work) *to check their RTW*
* *verify the online check photo with the individual, either in person or via video call, to confirm that it is a true likeness.*
* *send the dated online RTW check result PDF and completed RTW Checklist to the Recruitment Hub/Staff Hub*
* *The Recruitment Hub/Staff Hub will Quality Check and save the completed RTW Checklist to e-file and update the HR Information system.*
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| ***Initial and Follow-up RTW checks for:**** ***Employees with any other time-limited immigration status will be carried out by the*** ***Staff Compliance*** ***Team***
* ***All Casual Workers, irrespective of nationality and immigration status, will be carried out by the*** ***Casual Worker Team***
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| **Step 2 *Check RTW evidence*** |
| **You must check and confirm** that the **documents** provided appear to be **genuine, have not been tampered with** and **belong to the** **holder** i.e.* **Photographs and dates of birth** **are consistent** across document(s) and/or Online RTW check result **and** with the individual’s appearance
* Reasons for any **difference in names** across documents are explained and evidenced *(e.g. marriage certificate, divorce decree, deed poll)*
* **For those with time-limited permission to be in UK,** that the **expiry date** is in the future and follow-up RTW check date is recorded in the HR Information System
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| **Step 3 *Copy and retain RTW evidence*** |
| You must **request and** **retain** **clear, good quality copies / scans of each RTW document in a format which cannot manually be altered:*** **Passports/passport cards**: any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details, photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK (visa or entry stamp) and undertake the work in question.
* **All other documents**:the document in full **e.g.** includingboth sides of a **Application Registration Card.**
* **Home Office Online RTW check results:** thedated PDF result document
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| ***If you are unsure about any documents/online check results, please check with the*** ***Staff Compliance*** ***Team before permitting work to start.***  |

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| **RTW Evidence scans** |
|  Please copy and paste an image of the scanned RTW documents into the grey form field below.     |

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| **RTW Evidence scans** |
|  Please copy and paste an image of the scanned RTW documents into the grey form field below.     |