

**Obtaining proof of identity
from those furthest from
the jobs market**

5.1.1 It is recognised that some groups of people will find it more difficult to meet the minimum identity checking requirements. For a combination of reasons, this may include homeless people, refugees, asylum seekers, people with learning disabilities and others.

5.1.2 Where candidates are genuinely unable to provide the combination of documents suggested in this document, employers may choose to accept other forms of documentary evidence. Any decision to accept other forms of documentary evidence is down to local discretion. The type of alternative documents you might wish to consider accepting will be dependent on the risks associated with the role and what the individual can genuinely present you with, to give the necessary assurances.

5.2 Prospective employees with no fixed abode

5.2.1 Individuals who have no fixed abode are unable to open bank accounts, receive credit or claim benefits so it is highly unlikely that they will be able to present the range of recommended documents that would normally evidence their identity and residency.

5.2.2 If you operate schemes that support the homeless getting back into the workforce, we recommend that you refer individuals to the charity body, Crisis. This charity can help them to obtain a copy of their birth certificate or apply for a passport so that they can have some form of identity.

5.2.3 Further information on [employing homeless people](#) can be found on the Crisis website or by emailing enquiries@crisis.org.uk

5.3 Refugees

5.3.1 Refugees are permitted to work in the UK under the United Nations Convention relating to the Status of Refugees (the Refugees Convention).

Individuals who do not meet the Refugee Convention's criteria for refugee status may still qualify either for humanitarian protection (granted for a period of five years), or discretionary leave to remain (granted up to a period of three years).

5.3.2 When granted leave to remain in the UK, the Home Office will issue a refugee with the following documentation and these documents can be accepted to verify their identity:

- a biometric residence permit and/or an immigration status document (ISD), and
- a national insurance number.

5.3.3 If pre-employment checks are being conducted for refugees who are overseas, employers may choose to accept other forms of documentary evidence such as a passport or a travel document to check identity. Once granted leave to remain in the UK by the Home Office, employers must ask individuals to present their biometric residence permit and national insurance number to verify their identity and must check right to work in the UK with a share code using the [Home Office online service](#).

5.4 Asylum seekers

5.4.1 An asylum seeker is a person who has applied for recognition as a refugee under the Refugee Convention and is awaiting a decision on their asylum claim. The right to seek asylum from persecution is a fundamental human right to which everyone is entitled. The Home Office will issue asylum seekers with an Application Registration Card which will clearly indicate whether they are able to work in the UK or not. Where the card indicates that employment is permitted employers may accept this document as suitable evidence of their identity and right to work in the UK.

5.4.2 Further guidance about employing refugees and asylum seekers, their right to work and restrictions is provided in the [right to work check standard](#).

5.5 Young people who are in or have recently left full-time education (16–19 year-olds)

Acceptable documents

5.5.1 Every care must be taken to ensure that recruitment processes do not create any unintended barriers which may discourage or restrict the employment of young people.

5.5.2 It is recognised that it may be problematic for certain young people to present the suggested documents, especially if they have just left full-time education and are seeking employment for the first time. Where individuals are genuinely unable to do so, employers should, as a minimum, seek the following combination of documents:

One form of personal photographic identity:

- An identity card carrying the PASS accreditation logo (UK, including Channel Islands and Isle of Man), such as a UK Citizen ID card or a Connexions card (must be valid and in-date).
- A passport-sized photograph that is counter-signed by a person of some standing in the individual's community.

and

Two forms of documentary evidence from the list below:

- a grant or student loan agreement from a local education authority (UK)
- a qualification certificate
- a full birth certificate (UK and Channel Islands) issued after the date of birth by the General Register Office or other relevant authority, for example registrars

- a full birth certificate issued after the date of birth by UK authorities overseas, such as embassies, high commissions and HM forces
- National Insurance card, or letter from the HM Revenues and Customs, Job Centre or Employment Services evidencing the issue of a National Insurance number
- a letter from their head teacher, tutor or college principal (UK), verifying their name and other relevant information, for example, address and date of birth
- a document from a local/central government authority or local authority giving entitlement such as Employment Services, Job Centre, Social Security Services (UK and Channel Islands).*

*All documents must be dated within the last six months, unless there is good reason for it not to be, for example, where there is clear evidence that the individual was not living in the UK for six months or more.

** All documents must be dated within the last 12 months. If not denoted, the document can be more than 12 months old.