

## EMPLOYMENT CHECKS DOCUMENT CROSS REFERENCE TOOL

This tool has been designed to help recruiting managers quickly identify which documents can be used as part of the pre-employment check process. This resource should be used in conjunction with the [identity](#), [right to work](#) and [criminal record check](#) standards which can be found on the NHS Employers website.

The table in this document identifies which documents are required for each check. To satisfy the checks, recruiting managers will need to seek and validate the document combinations as outlined below.

### Identity checks:

- ✓ two forms of photographic ID and one form confirming address, or
- ✓ one form of photographic ID and two forms confirming address, or
- ✓ two forms confirming address, two forms of non-photographic and a passport sized photo

### Right to work checks:

one of the documents or a combination of documents as outlined in list A, or

- ✓ one of the documents or combination of documents as outlined in list B.
- ✓ Detailed information on the documentary evidence required can be found on the [UK Visas and immigration section](#) of the gov.uk website.

### Criminal record checks:

There are three routes employers should use to satisfy this check, each requiring a different combination of documents.

- ✓ **Route 1:** is for all applicants from the UK/EEA. It also includes non-UK/EEA nationals (applying to volunteer in the UK). Applicants must provide one document from either the primary list (non-UK/EEA nationals) or Group 1 (UK/EEA nationals) and two further documents from either Group 1, 2a or 2b. Non-UK/EEA nationals applying for a volunteering role may need fingerprinting if they cannot provide these documents, no other route should be used.
- ✓ **Route 2:** is for applicants from the EEA who cannot provide documents listed in route one and non-UK/EEA nationals (applying for paid work in the UK). Applicants must provide one document from Group 2a and two further documents from either Group 2a or 2b. Documents should be verified using an appropriate external ID verification process.  
EEA nationals who have been resident in the UK for 5 years or less may need fingerprinting if they cannot provide these documents, no other route should be used.
- ✓ **Route 3:** is for applicants who cannot provide the documents listed in routes one and two. Applicants must provide a birth certificate issued after the time of birth (UK and Channel Islands), one document from Group 2a and a further three documents from Group 2a or 2b. EEA nationals who have been resident in the UK for 5 years or less cannot use this route.



































In all cases, at least one document must show the applicant's current residing address. Applicants who cannot provide the required documentary evidence may need fingerprinting.

Detailed information on the documentary evidence required can be found on the [Disclosure and Barring Service section](#) of the gov.uk website.



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CHECK TYPE DOCUMENTS	IDENTITY			RIGHT TO WORK		CRIMINAL RECORD		
	Photo	Address	Non-photo	List A (permanent)	List B (temporary) Group 1* valid up to expiry Group 2** valid for 6 months	Primary* or Group 1 **	Group 2a (trusted government)	Group 2b (financial and social)
Any current and valid passport (UK/EU/other nationalities)	✓			✓	* ✓	* ** if not used as a primary document		
A current biometric immigration document (biometric residence permit) issued by the Home Office	✓			✓	* ✓	* ** if not used as a primary document		
A residence card issued by the Home Office				✓	* ✓	* with a current and valid passport from any country		
A registration certificate or document issued by the Home Office certifying permanent residence in the UK				✓				
Valid EU national identity card	✓			✓				✓
Certificates of registration or naturalisation as a British Citizen				✓ with an official document stating NI number and name				
Current and valid full or provisional photo card driving licence (UK/Channel Islands, Isle of Man and EU)	✓	✓ if not used as photo ID				** ✓		
Current and valid full or provisional photo card driving licence (other nationalities) (valid up to 12 months on entry to UK)	✓						✓	
A current and valid full old-style paper driving licence if issued before 1998 (UK/Channel Islands and Isle of Man)		✓ full only	✓ full only				✓ full or provisional	
Application registration card (for asylum claimants)					** ✓	* with a positive verification notice from the <a href="#">Employer Checking Service</a>		
Certificate of application (issued by the Home Office) less than six months old					** ✓	* with a positive verification notice from the <a href="#">Employer Checking Service</a>		
Positive Verification Notice (issued through the Home Office <a href="#">Employer Checking Service</a> )					** ✓			

## EMPLOYMENT CHECKS DOCUMENT CROSS REFERENCE TOOL

CHECK TYPE 	IDENTITY			RIGHT TO WORK		CRIMINAL RECORD		
	DOCUMENTS 	Photo	Address	Non-photo	List A (permanent right to work in the UK)	List B (temporary right to work in the UK)	Primary * or Group 1**	Group 2a (trusted Government)
Immigration status document issued by the Home Office				 with an official document stating NI number and name	 *	 with an official document stating NI number and name	 with an official document stating NI number and name	
Valid identity card carrying the PASS accreditation logo (UK, Channel Islands and Isle of Man)								
HM Armed Forces Identity card (UK)								
Letter from head teacher or college principal (16-19 year olds) (UK)								
Utility bill (i.e. gas, water, electricity or landline telephone)		 issued in last 6 months						 issued in last 3 months
Local authority tax statement (e.g. council tax) (UK and Channel Islands)		 issued in last 12 months						 issued in last 12 months
Financial statement (e.g. bank, building society or credit card) (UK/EEA)		 issued in last 6 months						 issued in last 3 months
Financial statement (e.g. bank, building society) (outside UK/EEA)								 issued in last 3 months
Bank or Building Society account opening letter (UK)		 issued in last 6 months						
Credit union statement		 issued in last 6 months						
Mortgage statement from a recognised lender (UK/EEA)		 issued in last 12 months						 issued in last 12 months
Financial statement (e.g. pension or endowment) (UK)		 issued in last 6 months						 issued in last 12 months
Local council rent card or tenancy agreement (UK and Channel Islands)		 issued in last 6 months						
Full birth certificate (UK, Channel Islands and Isle of Man)				 with an official document stating NI number and name		 **		
Evidence of entitlement to benefits (e.g. child benefit, pension, tax credits) (UK and Channel Islands)		 issued in last 12 months	 issued in last 12 months					 issued in last 3 months

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	Photo	Address	Non-photo	List A (permanent right to work in the UK)	List B (temporary right to work in the UK)	Primary * or Group 1**	Group 2a (trusted Government)	Group 2b (financial and social)
<b>DOCUMENTS</b> 								
Confirmation from an electoral register		✓						
Full birth certificate issued by UK authorities overseas (e.g. HM Forces, embassies and high commissions)			✓	✓ Short/long certificate acceptable with official document giving the person's permanent National Insurance number		** ✓		
Most recent HM Revenue and Customs tax notification (i.e. assessment, statement of account, P45, P60 or notice of coding) (UK and Channel Islands)		✓ issued in last 12 months	✓ issued in last 12 months					✓ P45/P60 only issued in last 12 months
Adoption certificate (UK and Channel Islands)			✓	✓		** ✓		
Divorce, dissolution or annulment papers (UK, Channel Islands)			✓					
Marriage/civil partnership certificate (UK, Channel Islands)			✓				✓	
Gender recognition certificate			✓					
Deed poll certificate			✓					
Firearms certificate/licence (UK, Channel Islands and Isle of Man)			✓				✓	
Police registration document			✓					
Certificate of employment in the HM Forces (UK)			✓					
Local/central government agency or local authority giving entitlement (e.g. Job Centre, Employment Services or Social Security Services (UK and Channel Islands)			✓ issued in last 6 months					✓ issued in last 3 months
Letter of sponsorship from future employer								✓

