



## **Proof of Right to Work in the UK List of Acceptable Documentation**

**If you are not a British or Irish citizen go to to obtain your Share Code to prove your right to work.**

**This following applies to all UK and Irish staff who are not directly employed by South Cambridgeshire District Council.**

**You must provide appropriate documentation (shown below) or you will not be able to work.**

**You need to upload your documents into your MEA account.**

To comply with the Asylum and Immigration Act 1996 (as amended at 1 May 2004), you must upload original documentation proving that you have a right to work in the United Kingdom (UK). This may be either:

- ONE document from List 1, below; or
- TWO documents from List 2, below, which must include a document giving your permanent National Insurance (NI) number and name; or

### **List 1**

- A passport showing that you are a British or Irish citizen.

### **List 2**

- A document giving your permanent National Insurance Number and name. This could be: a P45 or P60 issued by a previous employer, a National Insurance card, or a letter from a relevant Government Agency\*\*. (Please note that temporary NI numbers (beginning with TN), and numbers ending in a letter from E to Z inclusive, are not valid for this purpose.)

### **TOGETHER WITH ANY ONE OF THE FOLLOWING:**

- A full birth certificate issued in the UK, which includes the names of your parents.
- A birth certificate issued in the Channel Islands, the Isle of Man, or Ireland.
- A certificate of registration or naturalisation stating that you are a British Citizen.

Note that if for any reason the name given on the two documents that you supply is not identical, you will also need to supply a third original document to explain the reason for the difference. This could be a marriage certificate, divorce document, deed poll, adoption certificate, or statutory declaration.

\*\* Relevant agencies for this purpose are: the Inland Revenue, the NI Contributions Office, or the Department for Work and Pensions (or the old Benefits Agency, Contributions Agency or Employment Service, or the Northern Ireland equivalents).