



## SHAD

### Border and Immigration Agency

#### Confirming your Status

Some people are automatically entitled to work (or volunteer) in the United Kingdom. Others may have restrictions on how long they can stay, whether they can work (or volunteer) or the type of work (or volunteering) they can do.

On 29 February 2008, the United Kingdom Government introduced some changes to the law on preventing illegal working (including certain types of volunteering). As a result, SHAD has adapted its recruitment process for both staff and volunteers.

From 1 March 2008 SHAD must carry out more extensive checks to confirm the eligibility of workers (including volunteers) to work in the United Kingdom **before** a post or volunteer placement can be taken up. These enhanced checks will be carried out in respect of **all** applicants. Similarly, any necessary permits, visas, registrations, permissions or other documentation **must** be in place before a post or volunteer placement can be taken up.

In the first instance, SHAD will seek evidence of available documents from one of two lists. Documents provided from **List A** establish that the person has an ongoing entitlement to work (or volunteer) in the United Kingdom. Documents from **List B** indicate that the person has restrictions on their entitlement to be in the United Kingdom.

Original documents must be produced. Copies will not be accepted.

In the event of checks establishing that a prospective worker (or volunteer) is not permitted to work (or volunteer) in the United Kingdom then **by law** SHAD will refuse to offer a post (or volunteer placement) to that person.

#### Which documents do you need to provide?

##### Can you produce any of the following documents?

###### List A

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.

2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of

###### List B

1. A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.

2. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person

*continued overleaf*

the European Economic Area or Switzerland.

3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland.

4. A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.

5. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.

6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.

7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, when produced in combination with an official document giving the person's permanent National Insurance Number and their name

named in it can stay in the United Kingdom and is allowed to do the work in question.

3. A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same.

4. A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old when produced in combination with evidence of verification by the Border and Immigration Agency Employer Checking Service.

5. A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland.

6. An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the Border and Immigration Agency Employer Checking Service.

issued by a Government agency or a previous employer.

8. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

9. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

10. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

12. A certificate of registration or naturalisation as a British citizen, when produced in combination

7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

8. A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question when produced in combination 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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13. A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

**The following documents will not be accepted:**

1. A Home Office Standard Acknowledgement Letter or Immigration Service Letter (IS96W) which states that an asylum seeker can work in the UK. If presented with these documents then SHAD will advise the applicant to call the Border and Immigration Agency on 0151 237 6375 for information about how they can apply for an Application Registration Card.
2. A temporary National Insurance Number beginning with TN, or any number which ends with the letters from E to Z inclusive.
3. A permanent National Insurance number when presented in isolation.
4. A driving licence issued by the Driver and Vehicle Licensing Agency.
5. A bill issued by a financial institution or a utility company.
6. A passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar.
7. A short (abbreviated) birth certificate issued in the UK which does not have details of at least one of the holder's parents.
8. A licence provided by the Security Industry Authority.
9. A document check by the Criminal Records Bureau.
10. A card or certificate issued by the Inland Revenue under the Construction Industry Scheme.

Nationals from EEA countries and Switzerland can enter the United Kingdom without any restrictions. However, **not all** EEA nationals can work (or volunteer) in the United Kingdom without restrictions.

Nationals from all EEA countries will be asked to produce a document showing their nationality.

Nationals from the following EEA countries can work (or volunteer in the United Kingdom without restriction:

Austria*	Italy*
Belgium*	Liechtenstein
Cyprus*	Luxembourg*
Denmark*	Malta*
Finland*	Netherlands*
France*	Norway
Germany*	Portugal*
Greece*	Spain*
Iceland	Sweden*
Ireland*	

Those Countries marked with a star are also members of the European Union.

Since 1 June 2002, nationals from Switzerland have had the same free movement and employment rights as EEA nationals.

On 1 May 2004 ten countries joined the European Union and became part of the EEA. Nationals from these countries are free to enter the United Kingdom to live and seek work here.

In 2004, the United Kingdom Government established a worker Registration Scheme to monitor the participation of workers (and certain types of volunteers) from eight of these countries in the United Kingdom labour market. These countries are:

Czech Republic	Lithuania
Estonia	Poland
Hungary	Slovakia
Latvia	Slovenia

Workers from these countries are referred to as 'Accession State workers' (or 'A8 workers').

Workers (and certain types of volunteer) from A8 countries must register with the United Kingdom Border and Immigration Agency within one month of starting work or taking up a SHAD volunteer placement. Certain exemptions may apply.

On 1 January 2007, Bulgaria and Romania joined the European Union and also became part of the EEA. Workers (and certain types of volunteer) from these countries are referred to as 'A2 workers'.

A2 workers are free to come to the United Kingdom, but may be subject to worker authorisation. This means that they can only work (or carry out certain types of volunteering) if they hold a valid accession worker authorisation document. Certain exemptions may apply.

A2 workers seeking a volunteer placement with SHAD must be in possession of a 'Yellow Registration Certificate' (issued under the 'Self Sufficient Persons' category).

Further information relating to the contents of this document can be obtained from:

Support and Housing Assistance for People with Disabilities  
5 Bedford Hill  
Balham  
London SW12 9ET

Telephone: +44 (0) 20 8675 6095

Email: [info@shad.org.uk](mailto:info@shad.org.uk)