



Document Guide: Your Guide to Identification & Entitlement To Work

PART 1 Identification - Guidance for Section 3 of your Key Portfolio Application Form

1.1 Certification of your ID documentation

The copy of your photographic ID must be certified as a true likeness by a responsible adult such as a teacher, doctor, recruitment agency worker, etc. They must sign and date the copy.

1.2 Alternative ID options if you do not have a valid passport

The table below allows you to identify alternative ID options based on your Nationality Group. If you are unsure of your Nationality Group refer to Section 1.3 below.

| Nationality Group | Alternative ID Options (<i>certified copies only</i>) |
|--|--|
| UK & Common Travel Area Nationals | Official document containing your name & permanent NI number* & One of: <u>Full UK Birth</u> OR Adoption Certificate |
| 'European Economic Area',** A2 & A8 Accession State Nationals | National ID Card OR Residence Permit |
| All Other Nationalities | Please disregard Section 3 of the Application Form and proceed to Section 4 |

**This could be either a document issued by a previous employer, such as a P45 or P60, or a document issued by a UK Government Agency, providing it has your full name and permanent NI number printed on it.*

If you are unable to provide these alternative documents or if you require any help or guidance on the documentation we require from you, please call our New Business Team on 0800 019 4511.

1.3 Confirmation of Nationality Groups

UK Nationals & Common Travel Area Nationals:

Scotland, England, Northern Ireland, Wales, The Republic of Ireland, The Channel Islands, The Isle of Man.

'European Economic Area' Nationals:

Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Gibraltar, Greece, Iceland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, The Republic of Ireland, Spain, Sweden, Switzerland.

*** For the purposes of this Document Guide, all European Union and European Economic Area countries that are subject to the same immigration procedures and checks have been incorporated into this group.*

A2 Accession State Nationals: Bulgaria, Romania.

A8 Accession State Nationals: Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, Slovenia.

All Other Nationalities:

If you are not a national of any of the countries listed above please proceed to Section 4 of the Application Form as all the documentation you need to supply will be covered in this section.

2.1 Dual Nationality

If you are a Dual National and **neither** of your nationalities is British, please submit a copy of the identification page of **one** of your passports. If you need a visa to work in the UK we must also receive a copy of your Entitlement to Work document.

If you are a Dual National and **one** of your nationalities is British, please provide copies of the identification pages of **both** your passports.

2.2 Alternative Entitlement to Work (ETW) options

| Nationality Group | Alternative ETW documents (<i>certified copies only</i>) |
|--|--|
| A2 Accession States <i>(Bulgaria & Romania)</i> | <ul style="list-style-type: none"> ■ Worker Authorisation Card / Certificate OR ■ Student Registration Certificate confirming your entitlement to work OR ■ Registration Certificate confirming your entitlement to work |
| A8 Accession States <i>(Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, Slovenia)</i> | <p>As long as you send us a copy of your certified photographic ID (as per Section 3 of your Application Form), there is no need to provide additional ETW Documentation at this stage.</p> <p>We will contact you regarding your ETW Documentation as the requirements for this may vary based on your circumstances.</p> |
| All other Nationalities & Dual Nationals who do not hold a UK or European Union Passport | <ul style="list-style-type: none"> ■ Appropriate Biometric Immigration Document OR ■ Application Registration Card OR ■ Appropriate Work Permit & either: <ul style="list-style-type: none"> The ID & endorsement pages of your national passport OR ■ An official letter confirming your entitlement to work status OR ■ Official document indicating your name and permanent NI number & either: <ul style="list-style-type: none"> Suitable Immigration Status Document OR ■ Certificate of Registration, or Naturalisation, as a British Citizen OR ■ Appropriate letter from the UK Government |
| Family Member of a 'European Economic Area' National | <ul style="list-style-type: none"> ■ Permanent Residence Card OR ■ Certificate of Application (<i>less than 6 months old</i>) from the UK Government |

If you are unable to provide these alternative documents or if you require any help or guidance on the documentation we require from you, please call our New Business Team on 0800 019 4511.

In addition to those requirements detailed above, the Border and Immigration Agency require that you provide to Key:

- 1 A copy of the front or cover page of your passport
- 2 A copy of any other page of your passport containing a UK Government endorsement
- 3 A copy of the ID page of your passport, if not included in the documents already requested

For further information and guidance on entitlement to work in the UK and for information on documents which are not acceptable as proof of entitlement to work, please visit the Home Office website <http://www.ukba.homeoffice.gov.uk/site/content/>.