



Security Vetting **Guidance for Applicants (non I-Grasp) and Not Directly** **Employed workers** **VG18.0**

Introduction

Security Vetting is a series of checks we carry out to help us make informed decisions about the suitability of individuals to work for or carry out work within the National Offender Management Service (NOMS).

These checks ensure we comply with current legislation (e.g. Right to Work in the UK) and are essential to assure the integrity of our organisation and the safety of staff and prisoners in our care.

The level of checks we will carry out is determined by risk assessment of a number of factors, including; the type of access you will have to our business units, who you will have contact with and information you will have access to.

| Vetting Level | Checks Carried Out |
|---|--|
| Enhanced levels 1 & 2 - Enhanced level 1 is for all non-directly employed workers Enhanced level 2 is for all directly employed workers plus those non-directly employed workers that also require NSC clearance. | <ul style="list-style-type: none">• ID (you are who you say you are)• Right to Work• Criminal Convictions History• Confirmation of Address History• Employment History and References(Enhanced level 2)• Professional Registration / Qualifications checks where applicable• Countersignatory• Online health assessment (Enhanced level 2) |
| National Security Clearance | Additional checks to one of three levels: <ul style="list-style-type: none">• Counter Terrorist Check• Security Check• Developed Vetting Check |
| Disclosure and Barring Service | <ul style="list-style-type: none">• Convictions, Cautions, Reprimands and Warnings held in England and Wales on the Police National Computer, the most of the relevant convictions in Scotland and Northern Ireland may also be included.• May include check of the new barred lists if requested and any locally held police force information considered relevant to the job role, by Chief Police Officer(s) |

1. Security Vetting Process

1. You have been sent the relevant Questionnaire(s) for the Security Vetting Level you require.
2. You must provide full and accurate information as any omissions will delay your application being processed. Please note that giving misleading information or omitting / concealing information during the vetting process is viewed very seriously and would be seen as evidence of untrustworthiness. In such circumstances your vetting clearance may be refused, even if the information you failed to provide would not have been a

cause for concern. In addition, clearance could be removed at a later date if misleading information or omissions subsequently comes to light.

3. We will ensure that all information collected during the process is accurate, treated in the strictest confidence and retained / destroyed (as applicable) appropriately.
4. NOMS are exempt from the Rehabilitation of Offenders Act 1974; you must declare any previous or pending prosecutions or convictions, including those considered “spent” under this Act. You are also required to declare any cautions or bindovers (parking offences and congestion charge fines are not required). A criminal record does not necessarily mean you will fail vetting; each case is considered on an individual basis and all relevant convictions are taken into account. If you are uncertain about whether the incident is relevant, please declare it, rather than leaving it out.

(Additional information for medical professionals: Registration with the General Medical Council or General Dental Council imposes on doctors and dentists the duty to provide a good standard of medical care for, and behave appropriately, towards patients. NOMS also has a duty to ensure patients receive a good standard of medical care and to ensure, as far as possible, the safety of patients. NOMS therefore needs to establish if you have ever been found guilty of a criminal offence, been bound over or cautioned or are currently the subject of proceedings which might lead to a conviction, an order binding you over or a caution, in the UK or any other country.

Failure to disclose a criminal offence, having been bound over or cautioned or that you are currently the subject of criminal proceedings which might lead to a conviction, an order binding you over or a caution, or fitness to practice proceedings undertaken or being undertaken by an appropriate licensing or regulatory body, will disqualify you from appointment, and result in referral to the General Medical Council/ General Dental Council for consideration if such a discrepancy came to light.)

5. The information you provide is carefully considered by our Vetting Decision Makers, a team of experienced operational managers who are trained to deal with any issues arising during the process. Each case is treated individually and great care is taken in coming to each decision.
6. Individuals undergoing Security Vetting are treated impartially and consistently irrespective of any disability they may have, or of their gender, marital status, age, ethnicity, religious affiliation or sexual orientation.
7. You need to complete the Questionnaire (s) provided, following the instructions on the forms and referring to the guidance in this document.
8. You must contact the Vetting Contact Point (or other contact as applicable) who sent you this information to make an appointment to complete vetting checks. You can request an appointment for vetting checks at the most convenient NOMS business unit anywhere in England or Wales.
9. You need to take your completed Questionnaires(s) and the **original** copies of the supporting documentation required to the vetting check appointment. The Vetting Contact Point will:
 - Check your Questionnaire(s) has been completed correctly
 - Verify and photocopy your supporting documentation
 - Return the original copies of your supporting documentation to you
10. The Vetting Contact Point will notify you (or your company if applicable) once the Security Vetting checks are completed.

TIP➤ Security Vetting is a lengthy process. You can help ensure we can complete our checks as quickly as possible by completing the Questionnaire(s) accurately and providing the right supporting information.

2. Completing the Enhanced Questionnaire – VQ2.0a

1. Please read the instructions on the Front Sheet carefully to ensure you complete the form correctly.
2. You need to complete the form electronically, working through each section.
3. When completing S3 – ID and Entitlement to Work, you need to provide supporting documentation to prove your identity. Please use the following options:

Please note: That all documents must be in the applicants current name. One must include a photograph; one must include the applicants date of birth and one must have the applicant's current address.

OPTION 1

Can the applicant produce a Group 1 document? If yes, then the applicant must produce 3 documents comprising of:

- 1 document from Group 1 (refer to list of Valid Identity Documents); and
- 2 further documents from Group 1, 2a or 2b; one of which must verify their current address

NOTE–EEA Nationals (Non UK)

Where an EEA National has been resident in the UK for 5 years or less, identity should be validated via Option 1 through checking of a Current Passport or Current UK Driving Licence plus 2 further documents.

NOTE-Non-EEA Nationals:

All Non-EEA Nationals should be validated via Route One only

If the applicant is unable to produce a Group 1 document, please go to Option 2.

OPTION 2

The applicant must produce 3 documents from group 2 comprising of:

- 1 document from group 2a **and** 2 further documents from group 2a or 2b.
One of which must verify their current address

In addition, an external ID verification service will be used to check the applicant against their records to establish their name and living history footprint

List of Valid Identity Documents

| Group 1 | Group 2a | Group 2b |
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| Primary Trusted Identity Credentials (photographic) | Trusted Government/State Issued Documents | Financial/Social History Documents *must be less than 3 months old **must be less than 12 months old |
| <ul style="list-style-type: none"> Current valid Passport - UK or EEA (or Non-EEA in combination with a Biometric Residence Permit or current Work Permit/Visa) Biometric Residence Permit (UK) Current Driving Licence (UK) (Full or provisional). Isle of Man/Channel Islands; to include a Photo card and associated counterpart licence; except Jersey) | <ul style="list-style-type: none"> Current UK Driving licence (old style paper version) Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application) Birth Certificate (UK and Channel Islands) – issued at the time of birth; Full or short form acceptable including those issued by the UK authorities overseas, such as Embassies, High Commissions and HM Forces Marriage/Civil Partnership Certificate (UK and Channel Islands) Adoption Certificate (UK and Channel Islands) HM Forces ID Card (UK) Fire Arms Licence (UK and Channel Islands) | <ul style="list-style-type: none"> Mortgage Statement (UK or EEA) ** (Non-EEA statements must not be accepted) Bank/Building Society Statement (UK or EEA) * (Non-EEA statements must not be accepted) Bank/Building Society Account opening Confirmation Letter (UK) Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted) Financial Statement ** - e.g. pension, endowment, ISA (UK) P45/P60 Statement ** (UK & Channel Islands) Council Tax Statement (UK & Channel Islands) ** Work Permit/Visa (UK) (UK Residence Permit) ** Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid for applicants residing outside of the UK at time of application) Utility Bill (UK) * - Not a Mobile Telephone Benefit Statement * - e.g. Child Allowance, Pension A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands) * - e.g. from the Department for Work and Pensions, the Employment |

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| | | <p>Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security</p> <ul style="list-style-type: none"> • EU National ID Card • Cards carrying the PASS accreditation logo (UK) • Letter from Head Teacher or College Principal (16-19 year olds in full time education – only used in exceptional circumstances when all other documents have been exhausted) UK only |
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1. When completing S3 – ID and Entitlement to Work, you need to provide supporting documentation to prove your Right to Work in the UK, there are five citizen categories, please refer to the guidance at the end of this document to see what is relevant to you.
2. Make sure the form is fully completed by checking the 'Questionnaire Status' box on the bottom of the Front Sheet – the status of all sections must read 'Complete'.
3. If any section is showing incomplete, please return to it and look for the *Answer Required comments on the right hand side – these questions still need to be answered.
4. Once all sections of the form are completed, please print a copy and sign the declaration box in Section 10.

| TIPS! |
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| <p>The most common mistakes people make are listed below – please check these to avoid unnecessary delays to your application:</p> <ul style="list-style-type: none"> • Incomplete address / employment history • Incorrect proof of ID – failing to provide Counterpart Driving Licence • Incorrect proof of address – failing to provide proof of address less than 3 months old |
| <p>Lived abroad for more than six months during the last three years? You need to provide a certificate of good conduct in English from the countries resided in or visited - for guidance and contacts about how to do this, see; http://www.sia.homeoffice.gov.uk/Pages/licensing-overseas-checks.aspx.</p> |

3. Countersignatory Questionnaire – VQ2.0b

1. You will need 2 passport sized photographs.
2. You need to identify someone who meets the criteria below who will act as a Countersignatory to your Security Vetting application – this means they will confirm your identity and, if required provide a personal reference.

| Criteria for Acceptable Countersignatories | |
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|  | <p>A countersignatory must not be:</p> <ul style="list-style-type: none"> • Related to you by birth, marriage or common law. • A current or previous partner. • Living at the same address as you. • Someone you know officially or professionally, such as a doctor or solicitor, unless you know them socially as well. • Staff members of a school, college or university, unless they are close personal friends. |
|  | <p>An acceptable countersignatory is a professional person or person of standing in the community who has known you for more than twelve months. Such a countersignatory is likely to have credentials that can be checked and would have something to lose in terms of career or reputation by wrongly countersigning a NOMS vetting application. Countersignatories can be retired from their profession.</p> <p>Employers and Agencies can be your countersignatory if you have; been employed/ worked with them for more than a year, you know them personally and they have an occupation/honours included in the list below.</p> |
| Acceptable Countersignatories | |
| <ul style="list-style-type: none"> • Accountant • Airline Pilot • Ambulance service official, including paramedic • Architect • Articled clerk of a limited company • Bank/building society official • Barrister • Broker • Care worker (registered) • Chairman/director of a limited company • Charity Trustee • Chiropodist • Civil Servant • Commissioner of Oaths • Councillor: local or county • Dentist • Director/manager of a VAT registered company • Doctor • Engineer (with professional qualifications) • Estate Agent • Fire service official • Funeral director | <ul style="list-style-type: none"> • Local Government Officer • Magistrate • Medical consultant/specialist • Member, associate or fellow of a professional body • Member of Parliament • Merchant naval officer • Minister of a recognised religion (including Christian Science) • Nurses (Registered) • Officer of the armed services • Optician • Paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals) • Person with honours (OBE, MBE) • Pharmacist • Police officer • Probation officer • Salvation Army officer • Social worker • Solicitor |

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| <ul style="list-style-type: none">• Healthcare Worker (with a professional registration)• HR Manager/Director (CIPD qualified)• Judge• Justice of the Peace• Legal secretary (members and fellow of the institute of legal secretaries)• Licensee of a public house | <ul style="list-style-type: none">• Sub Postmaster• Surveyor• Teacher/lecturer• Trades Union official• Valuer / auctioneer (Fellow /Associate Member Of The Incorporated Society)• Veterinary Surgeon• Warrant officer and chief petty officer• Youth worker (registered) |
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3. Your countersignatory must complete the Questionnaire electronically.
4. Your countersignatory needs to check the Questionnaire is fully completed before printing and signing the form.
5. Your countersignatory needs to endorse the back of one of your passport sized photographs with; 'I certify this is a true likeness of ...(your full name and title)' **then** sign and date it.

4. National Security Clearance (if applicable)

1. If you already have National Security Clearance please make sure you have provided the necessary information in S8 – 9 Clearances & Groups on the Enhanced Questionnaire. You will need to bring evidence of this with you when you attend your vetting check appointment.
2. If you do not have National Security Clearance, applications are managed through an online system called Cerberus. You need to complete the National Security Clearance – Cerberus Registration form so that a link to the system can be sent to you.
3. You will receive a link to the online application process, usually within 2 weeks of your vetting check appointment.
4. You need to complete the online application form as soon as possible and within 30 days of receiving the registration link. Further information about common errors experienced by customers of the system is included with this guidance.
5. You will need the following information to hand when completing the application process:
 - Your personal details, e.g. name, date and place of birth, address history.
 - Your partner's personal details, e.g. name, date and place of birth, address history.
 - Your parent's personal details, e.g. name, date and place of birth, address history.
 - Your employment history details.
 - Full details regarding any criminal convictions you may have.

5. Disclosure & Barring Service (DBS) Disclosure (if applicable)

1. The DBS Disclosure application form will be sent to you by post.
2. If you already have a DBS Disclosure application, make sure you have provided the necessary information in S8 – 9 Clearances & Groups on the Enhanced Questionnaire. Existing enhanced Disclosure will only be accepted if it is **less than 12 months old**; you will need to bring evidence of this with you when you attend your vetting check appointment.
3. If you do not have an enhanced DBS Disclosure, or your enhanced DBS Disclosure is more than 12 months old; please complete the application form; read through the instructions carefully and refer to the DBS guidance to ensure you complete it correctly.
4. The DBS Application must be completed by hand in black ink, using block capitals.
5. You will need to provide proof of identity documents from a list approved by DBS; Go to Section 2, for the list of ID documents.

6. Vetting Check Appointment Checklist

Please check you have the following and take them with you to your vetting check appointment.

- ☐ A completed and signed Enhanced Questionnaire.
- ☐ The **original** documents you have used in S3 – ID & Right to Work.
- ☐ A completed and signed Countersignatory Questionnaire.
- ☐ Two passport sized photographs, one of which has been certified by your Countersignatory.
- ☐ Qualifications / Professional Registration certificates if you have been told these are required.
- ☐ A completed National Security Clearance – Cerberus Registration form (if required)
- ☐ Completed DBS Disclosure application form **and** the **original** supporting documentation referred to in it (if required)
- ☐ A completed National Security Clearance – Cerberus registration form (if required)

7. Right to Work

Please click on the nationality link below for guidance on acceptable documents to evidence Right to Work.

The '**RTW Document**' number is the reference you will need to select when completing question 3.10 / 3.16 / 3.19 / 3.23 or 3.29 (as applicable) in section 3 – ID & Entitlement to work of the Enhanced Questionnaire form VQ2.0a.

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| 1 | 1. British Citizens – choose either Option 1 or Option 2 |
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| 2 | 2. European Economic Area (EEA) – choose either Option 1 or Option 2 |
| 3 | 3. A2 Countries - Bulgaria and Romania either Option 1 or Option 2 AND either Authorisation or Exemption |
| 4 | 4. Commonwealth Citizens – select one option only |
| 5 | 5. Foreign Nationals – select one option only |

1. British Citizens – choose either Option 1 or Option 2

| Option 1 | OR | Option 2 |
|---|----|--|
| <p>RTW Document 1: A current 5 or 10 year 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.</p> <p>A passport stating that the holder is a Citizen of the United Kingdom and Colonies' will only be acceptable if it includes the words: 'holder has the right of abode in the United Kingdom.'</p> | | <p>One official letter or document from the list below, showing your name and National Insurance number:</p> <ul style="list-style-type: none"> • RTW Document 11: Document from a previous employer, e.g. P45 or P60 • RTW Document 12: Document from HM Revenue and Customs (formerly The Inland Revenue) e.g. National Insurance Number card. • RTW Document 13: A letter or document from The Department for Works and Pensions, Jobcentre Plus. • RTW Document 14: A letter or document from The Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency |
| | | <p>AND</p> <p>One document from the following list:</p> <ul style="list-style-type: none"> • RTW Document 16: A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents. If you are born after 1 Jan 1983 you are automatically a British citizen only if at the time of birth, either of your parents were a British citizen or "settled" in the UK – you must provide additional parental proof of this <ul style="list-style-type: none"> ○ Full birth certificate showing parent(s) full names, together with either parents birth certificate. Furthermore if using Fathers birth certificate as evidence, parents marriage certificate will also be required. ○ Full birth certificate and a letter showing parents had definite leave to remain/settle in UK ○ Document/letter issued by Home office establishing immigration status in UK • RTW Document 17: A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents. • RTW Document 18: A birth certificate issued in the Channel Islands, the Isle of Man or Ireland. |

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| | | <ul style="list-style-type: none"> RTW Document 19: An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland. RTW Document 20: A certificate of registration or naturalisation as a British Citizen. |
| 2. European Economic Area (EEA) – choose either Option 1 or Option 2 | | |
| Option 1 | OR | Option 2 |
| <p>One of the following:</p> <ul style="list-style-type: none"> RTW Document 3: A current 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 an EEA country or Switzerland. <p>OR</p> <ul style="list-style-type: none"> RTW Document 5: A residence permit, registration certificate or document certifying or indicating permanent residence issued by UKBA to a national of an EEA country or Switzerland. <p>OR</p> <ul style="list-style-type: none"> RTW Document 6: A permanent residence card issued by UKBA to the family member of a national of an EEA country or Switzerland. | | <p>RTW Documents 23: Proof of your Right to Work in the UK for up to 12 months - A Certificate of Application issued by UKBA to or for a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment which is less than 6 months.</p> <p>AND</p> <p>One document from the following list:</p> <ul style="list-style-type: none"> A residence card or document issued by UKBA to a family member of a national of an EEA country or Switzerland <p>OR</p> <ul style="list-style-type: none"> An Application Registration Card issued by the UKBA stating that the holder is permitted to take employment. |
| 3. A2 Countries - Bulgaria and Romania either Option 1 or Option 2 AND either Authorisation or Exemption | | |
| Option 1 | OR | Option 2 |
| <p>One of the following:</p> <ul style="list-style-type: none"> RTW Document 3: A current 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 an EEA country or Switzerland. <p>OR</p> <ul style="list-style-type: none"> RTW Document 5: A residence permit, registration certificate or document certifying or indicating permanent residence issued by UKBA to a national of an EEA country or Switzerland. <p>OR</p> <ul style="list-style-type: none"> RTW Document 6: A permanent residence card issued by UKBA to the family member of a national of an EEA country or Switzerland | | <p>RTW Documents 23: Proof of your Right to Work in the UK for up to 12 months - A Certificate of Application issued by UKBA to or for a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment which is less than 6 months.</p> <p>AND</p> <p>One document from the following list:</p> <ul style="list-style-type: none"> A residence card or document issued by UKBA to a family member of a national of an EEA country or Switzerland. <p>OR</p> <ul style="list-style-type: none"> An Application Registration Card issued by the UKBA stating that the holder is permitted to take employment. |
| AND Authorisation or Exemption | | |
| <p>Authorisation:</p> <p>A worker authorisation document, in the form of a card or certificate for an A2 worker with evidence of authorisation from UKBA that the holder is entitled to work in the UK and whether they are subject to any work conditions.</p> <p>OR</p> | | |

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Evidence of one of the following Exemptions from the A2 Authorisation Requirements:

- Those with permission to work by means of a work permit or leave to remain giving permission to work in the United Kingdom before the date of Accession (1 January 2007).
- A national passport or travel document containing a valid endorsement which states that the holder is a family member of an EEA or Swiss national.
- Those who are highly skilled and are in possession of a registration certificate confirming that they have unrestricted access to the labour market.
- Students that intend to work less than 20 hours a week during term time and are in possession of a yellow registration certificate confirming that he or she has this restricted permission to take employment.
- Any Bulgarian or Romanian national who has been given permission to work, and has worked under that permission legally on a continuous basis of twelve months, obtains full movement rights as a worker under EU law. They are then exempt from a requirement to obtain a worker authorisation document.
- A national passport or travel document containing an endorsement which states that the holder is also a dual national of the UK, Switzerland or one of the EEA countries other than Bulgaria or Romania.
- A national passport or travel document containing a valid endorsement which shows that the holder has Indefinite or Exceptional Leave to Enter or Remain in the UK, or has been granted Limited Leave to Enter or Remain with no immigration restrictions on employment.
- A2 nationals here on a self-employed basis (Please provide a certificate showing tax status).
- A2 nationals posted here on a temporary basis, but only when working for the company that they are posted to.
- A2 nationals who have been employed without interruption in the UK legally for 12 months before 31 December 2006 and had been working without interruption throughout the period of 12 months leading up to that date (this includes any periods of unemployment within those 12 months that do not exceed 30 days in total).
- A2 nationals, who are employed without interruption in the UK legally for 12 months on, or after 31 December 2006, will be exempt at the end of that period (this includes any periods of unemployment within those 12 months that do not exceed 30 days in total).

4. Commonwealth Citizens – select one option only

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| Option 1 | <p>One of the following, evidencing your indefinite right to remain in the UK:</p> <ul style="list-style-type: none"> • RTW Document 7: Identity Card for Foreign Nationals - A Biometric Immigration Documents issued by UKBA 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 their stay in the United Kingdom. <p>OR</p> <ul style="list-style-type: none"> • RTW Document 8: A current 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. |
| Option 2 | <p>A combination of the following, evidencing your indefinite right to remain in the UK:</p> <p>EITHER</p> <ul style="list-style-type: none"> • RTW Document 15: An Immigration Status Document issued by UKBA 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. <p>OR</p> <ul style="list-style-type: none"> • RTW Document 21: A letter issued by UKBA to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom. <p>AND</p> <p>One of the following, containing your name and National Insurance Number:</p> <ul style="list-style-type: none"> • RTW Document 11: A letter or document from a previous employer (e.g. P45, P60) • RTW Document 12: A letter or document from HM Revenue and Customs (formerly The Inland Revenue) eg National Insurance Number card. • RTW Document 13: A letter or document from The Department for Works and Pensions, Jobcentre Plus. • RTW Document 14: A letter or document from The Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency. |
| Option 3 | <p>One of the following, evidencing a right to remain in the UK for up to 12 months (this will be subject to an annual review):</p> <ul style="list-style-type: none"> • RTW Document 9: 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. |

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| | OR <ul style="list-style-type: none">• RTW Document 10: Identity Card for Foreign Nationals. A Biometric Immigration Document issued by UKBA to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question. |
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| Option 4 | <p>RTW Documents 22: A combination of the following, evidencing your right to remain in the UK for up to 12 months (this will be subject to an annual review):</p> <p>A work permit or other approval to take employment issued by UKBA together with either;</p> <ul style="list-style-type: none"> • 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 UKBA to the holder or the employer or prospective employer confirming the same, or • An Application Registration Card issued by UKBA stating that the holder is permitted to take employment. |
| Option 5 | <p>A combination of the following, evidencing your right to remain in the UK for up to 12 months (this will be subject to an annual review):</p> <p>EITHER:</p> <p>RTW Document 28: An immigration status document issued by UKBA to the holder with an endorsement indicating that the person named in it can stay in the UK and is allowed to do the type of work in question.</p> <p>OR</p> <p>RTW Document 29: A letter issued by UKBA 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</p> <p>AND</p> <p>One of the following containing your name and National Insurance Number:</p> <ul style="list-style-type: none"> • RTW Document 24: A letter or document from a previous employer (e.g. P45, P60) • RTW Document 25: A letter or document from HM Revenue and Customs (formerly The Inland Revenue) eg National Insurance Number card. • RTW Document 26: A letter or document from The Department for Works and Pensions, Jobcentre Plus. • RTW Document 27: A letter or document from The Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency. |
| 5. Foreign Nationals – select one option only | |
| Option 1 | <p>One of the following, evidencing your indefinite right to remain in the UK:</p> <ul style="list-style-type: none"> • RTW Document 7: Identity Card for Foreign Nationals - A Biometric Immigration Documents issued by UKBA 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 their stay in the United Kingdom. <p>OR</p> <ul style="list-style-type: none"> • RTW Document 8: A current 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. |
| Option 2 | <p>A combination of the following, evidencing your indefinite right to remain in the UK:</p> <p>EITHER</p> <ul style="list-style-type: none"> • RTW Document 15: An Immigration Status Document issued by UKBA 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. <p>OR</p> <ul style="list-style-type: none"> • RTW Document 21: A letter issued by UKBA to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom. <p>AND</p> <p>One of the following, containing your name and National Insurance Number:</p> <ul style="list-style-type: none"> • RTW Document 11: A letter or document from a previous employer (e.g. P45, P60) • RTW Document 12: A letter or document from HM Revenue and Customs (formerly The Inland Revenue) eg National Insurance Number card. • RTW Document 13: A letter or document from The Department for Works and Pensions, Jobcentre Plus. • RTW Document 14: A letter or document from The Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency. |
| Option 3 | <p>One of the following, evidencing a right to remain in the UK for up to 12 months (this will be subject to an annual review):</p> <ul style="list-style-type: none"> • RTW Document 9: 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. <p>OR</p> <ul style="list-style-type: none"> • RTW Document 10: Identity Card for Foreign Nationals. A Biometric Immigration Document issued by UKBA to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question. |

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| Option 4 | <p>RTW Documents 22: A combination of the following, evidencing your right to remain in the UK for up to 12 months (this will be subject to an annual review):</p> <p>A work permit or other approval to take employment issued by UKBA together with either;</p> <ul style="list-style-type: none"> • 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 UKBA to the holder or the employer or prospective employer confirming the same, or • An Application Registration Card issued by UKBA stating that the holder is permitted to take employment. |
| Option 5 | <p>A combination of the following, evidencing your right to remain in the UK for up to 12 months (this will be subject to an annual review):</p> <p>EITHER:</p> <p>RTW Document 28: An immigration status document issued by UKBA to the holder with an endorsement indicating that the person named in it can stay in the UK and is allowed to do the type of work in question.</p> <p>OR</p> <p>RTW Document 29: A letter issued by UKBA 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</p> <p>AND</p> <p>One of the following containing your name and National Insurance Number:</p> <ul style="list-style-type: none"> • RTW Document 24: A letter or document from a previous employer (e.g. P45, P60) • RTW Document 25: A letter or document from HM Revenue and Customs (formerly The Inland Revenue) eg National Insurance Number card. • RTW Document 26: A letter or document from The Department for Works and Pensions, Jobcentre Plus. • RTW Document 27: A letter or document from The Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency. |