



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

If you are not a British or Irish citizen, go online to obtain your share code to prove your right to work: [Prove your right to work to an employer: Get a share code online - GOV.UK](#)

The 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

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).