

## List A & List B Documentation Guide

### List A – Documents which provide a continuous statutory excuse

#### Single documentation:

- A passport showing that the holder is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.

#### *Passport:*

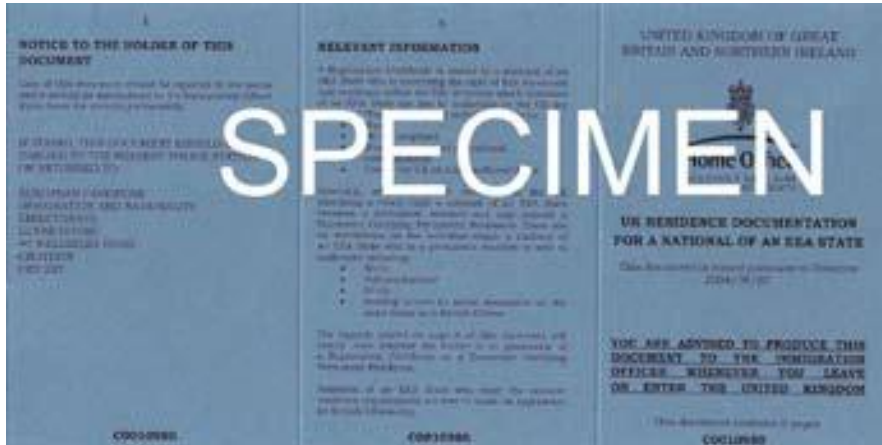


#### *Right of Abode sticker:*



- A passport or national identity card showing that the holder is a European Economic Area (EEA) or Swiss national.
- Permanent Residence Card, registration certificate or Home Office document indicating rights of permanent residence to an EEA or Swiss national or family member

EEA document:



Swiss document:



- A current passport, biometric ID card or other travel documents indicating the holder is exempt from immigration control, is allowed to stay indefinitely in the country or has no time limit on their stay.





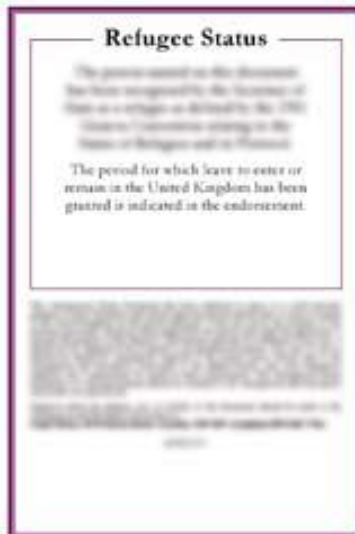


NI card



- Immigration Status Document (ISD) with indefinite leave to remain, or

Copy all relevant parts of the ISD:





- Full UK, Channel Islands, Isle of Man or Irish birth certificate, or (NB: a full birth certificate contains the name(s) of the parent(s) and their occupation(s))

UK:

**CERTIFIED COPY OF AN ENTRY IN THE REGISTER OF THE GENERAL REGISTER OFFICE**

Application Number: RGR 34 812

**SPECIMEN**

No. of entry	Date and locality of birth (with date of registration)	Name and surname of child	Sex of child	Name and number, address and occupation of mother at birth	Date of adoption order and description of court by which made	Date of entry	Signature of official required by Registrar General to issue the entry
10102	Tenning Heath, July 1982 England	MURPHY MURPHY	Male	101, Fulford Road, Sheffield, Yorkshire, S11 8JN Mrs MURPHY, the wife	High Court 1987 Sheffield Family Court	10th September 1987	G.A. Davis

**CERTIFIED** copy of an entry in the published Register maintained at the General Register Office since the General Register Office, under the seal of the said Office, on the 23rd day of February 2009.

Jersey:

**EXTRACT FROM THE REGISTER OF BIRTHS**

OF the Parish of \_\_\_\_\_ in the Island of Jersey

No.	Date of Birth	Name of Child	Sex	Name and Address of Mother	Name and Address of Father	Name and Address of Informant	Signature of Informant	Special Note Registered in Book
<b>SAMPLE</b>								

Isle of Man:

**CERTIFIED COPY OF AN ENTRY**

Registered in the Civil Register since 1st 1900

**BIRTH**

No.	Date of Birth	Name of Child	Sex	Name and Address of Mother	Name and Address of Father	Name and Address of Informant	Signature of Informant
<b>SAMPLE</b>							

Irish:

**Dublin Births Birth Certificate**

Registered in the Civil Register since 1st 1900

**BIRTH**

No.	Date of Birth	Name of Child	Sex	Name and Address of Mother	Name and Address of Father	Name and Address of Informant	Signature of Informant
<b>SAMPLE</b>							

UK:

ADOPTION (GIBBY) LAW, 1962  
EXTRACT FROM THE ADOPTED CHILDREN REGISTER  
C379

No. of entry	Name and surname of child at date of adoption	Place of birth of child	Sex of child	Place and date of birth of child	Place of birth of child	Place of birth of child	Place of birth of child
<b>SAMPLE</b>							

*(This form is to be filled in by the Registrar of the Adopted Children Register of the United Kingdom.)*

Guernsey:

CERTIFIED COPY OF AN ENTRY IN THE ADOPTED CHILDREN REGISTER  
JUREX  
JURY  
1982

Class of THE ADOPTED CHILDREN REGISTER, GUERNSEY.

No. of entry	Name and surname of child at date of adoption	Place of birth of child	Sex of child	Place and date of birth of child	Place of birth of child	Place of birth of child
999	Shirley first January 1952	Guernsey	F	Guernsey 1952	Guernsey	Guernsey
<b>SAMPLE</b>						

*(This form is to be filled in by the Registrar of the Adopted Children Register of Guernsey.)*

CERTIFIED COPY OF AN ENTRY IN THE ADOPTED CHILDREN REGISTER Pursuant to the Adoption Act 1976  
AD 000021

No. of entry	Name and surname of child at date of adoption	Place of birth of child	Sex of child	Place and date of birth of child	Place of birth of child	Place of birth of child
<b>SAMPLE</b>						

*(This form is to be filled in by the Registrar of the Adopted Children Register pursuant to the Adoption Act 1976.)*

- Certificate of registration or naturalisation as a British citizen, or

*Naturalisation (pre 2004) registration (post 2004)*

British Nationality Act 1981  
Certificate of naturalisation

The Secretary of State, in exercise of the powers conferred by the British Nationality Act 1981, hereby grants the certificate of naturalisation to the person named below, who shall be a British citizen from the date of this certificate.

Name and surname of person: \_\_\_\_\_  
Place of birth: \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Date of naturalisation: \_\_\_\_\_

**SAMPLE**

British Nationality Act 1981  
Certificate of registration

The Secretary of State, in exercise of the powers conferred by the British Nationality Act 1981, hereby registers the person named below as a British citizen.

Name and surname of person: \_\_\_\_\_  
Place of birth: \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Date of registration: \_\_\_\_\_

**SAMPLE**

- Letter issued by the Home Office indicating indefinite leave to remain



## LIST B – Group 1

### Single documentation:

- **Current** passport or document endorsed for specific types of work, provided a CoS is not required
- **Current** biometric Immigration document indicating the person is permitted to stay in the UK and do the work in question
- A **current** residence card or document issued to a family member of a EEA or Swiss national







## Registration Card



There is a new generation of ARC, which is now being issued. The "Employment Permitted" wording printed on the ARC will be replaced with 'Allowed to Work' and the 'Employment Prohibited' wording printed on the card will be replaced with 'Forbidden from Taking Employment.'

- P45, P60, NI number card or letter from an approved Government agency **plus** ISD giving limited leave to remain or Letter from the Home Office or Border Agency confirming limited leave to remain

## P60

P45

NI card



Plus:





## Change of Conditions

You may also be presented with the following ink stamp, which was formerly used by Immigration Officers to transfer a person's conditions from an old passport into a new passport.

	Code
The holder has leave to enter/remain that was granted on	
.....	
by .....	
and expires on	

If someone presents this ink stamp to you in their passport, you should require them to produce their previous passport containing their previous leave so you can be sure that they are permitted to take the employment you are offering.

## Not Acceptable

### **Asylum Seekers**

Asylum seekers who have been awarded refugee status or leave to stay here under a form of temporary protection, will not usually possess a national passport endorsed with leave to enter or remain in the UK.

In certain circumstances, they are able to apply to the Home Office for a travel document. Examples of the three Home Office travel documents are pictured below.

### *Travel or identity documents*



