**Conducting a manual document-based right to work check**Candidates are required to provide documentation to confirm their right to work in the Civil Service before they start in post. ID documents should be obtained at interview stage if conducted face to face. If interviews are carried out digitally vacancy managers should agree a time to meet with the successful candidate to view the ID documents and perform a manual document based right to work check.

There are three steps to conducting a manual document-based right to work check. You need to complete all three steps before employment commences to ensure you have conducted a check in the prescribed manner, in order to establish a statutory excuse.

**Step 1: Obtain**

You must obtain original documents from the [verification of identity document](https://educationgovuk.sharepoint.com/sites/human-resources/Shared%20Documents/Forms/By%20Site.aspx?id=%2Fsites%2Fhuman%2Dresources%2FShared%20Documents%2FPre%2Demployment%20Checking%20%2D%20Document%20Requirements%202022%20FINAL%2Epdf&parent=%2Fsites%2Fhuman%2Dresources%2FShared%20Documents).

Candidates are required to supply:
● 1 document from Group 1
● 1 document from Group 2 and
● 1 further document from Group 1,2 or 3

**Step 2: Check**

You must check that the documents are genuine and that the person presenting them is the prospective or existing employee, the rightful holder and allowed to do the type of work you are offering. You must check that:

1. photographs and dates of birth are consistent across documents and with the person’s appearance in order to detect impersonation;
2. expiry dates for permission to be in the UK have not passed;
3. any work restrictions to determine if they are allowed to do the type of work on offer (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed);
4. the documents are genuine, have not been tampered with and belong to the holder; and
5. the reasons for any difference in names across documents can be explained by providing evidence (for example, original marriage certificate, divorce decree absolute, deed poll). These supporting documents must also be photocopied and a copy retained.

**Step 3: Copy**

You must make a clear copy of each document in a format which cannot manually be altered and retain the copy securely: electronically or in hardcopy. You must also retain a secure record of the date on which you made the check. Simply writing a date on the copy document does not, in itself, confirm that this is the actual date when the check was undertaken. Please complete the verification form document to confirm who verified the ID documents and when.

You must copy and retain copies of:

1. Passports: any page with the document expiry date, the holder’s nationality, date of birth, signature, immigration permission, expiry date, biometric details, photograph and any page containing information indicating the holder has an entitlement to enter or remain in the UK (visa or entry stamp) and undertake the work in question (the front cover no longer has to be copied).
2. All other documents: the document in full, including both sides of an Immigration Status Document and an Application Registration Card.

At this stage you should upload the 3 ID documents & verification form to the candidates record within the applicant tracking system (vX). Central recruitment team will review the documents against the pre-employment check form to establish right to work.