S.W.D. Ltd trading as S & D Services. Registration No 1686066.
Unit 1, Westford, Chard Junction, Somerset. TA20 4QT
Tel 01460 221442 E-mail info@sanddservices.co.uk www.sanddservices.co.uk

Illegal Immigration Policy – (Part 2 of 2)

Documentation Requirements

List A

The following list contains 10 combinations of documents that you can provide to S.W.D. Ltd to confirm your eligibility to work in the UK. You should be able to provide documents from List A if you are not subject to immigration control or have no restrictions on your stay in the UK. The individual must provide both Document 1 and Document 2 (where required from the same combination). You cannot mix and match documents from different combinations.

1	A passport showing that the holder is a British citizen of the United Kingdom and Colonies and has the right of abode in the United Kingdom.	Not required
2	A passport or identity card showing that the holder is a national of a European Economic Area country or Switzerland.	Not required
3	A registration certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland	Not required
4	A permanent residence card issued by the Home Office or the Border Immigration Agency to a family member of a national of a European Economic Area country or Switzerland	Not required
5	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.	Not required
6	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 UK, has the right of abode in the UK or has no time limit on their stay in the UK	Not required
7	An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.	An official document containing the individual's permanent NI Number and name issued by a government agency or a previous employer. For example, this could be a P45, P60 or a National Insurance card. Photographic evidence should also be provided to verify the individual's identity.
8	A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents.	An official document containing the individual's permanent NI Number and name issued by a government agency or a previous employer. For example, this could Be a P45, P60 or a National Insurance card. Photographic evidence should also be provided to verify the individual's identity.

9	A birth or adoption certificate issued in the Channel Islands, the Isle of Man, or Ireland.	An official document containing the individual's permanent NI Number and name issued by a government agency or a previous employer. For example, this could be a P45, P60 or a National Insurance card. Photographic evidence should also be provided to verify the individual's identity.
10	A certificate of registration or naturalisation as a British citizen	An official document containing the individual's permanent NI Number and name issued by a government agency or a previous employer. For example, this could be a P45, P60 or a National Insurance card. Photographic evidence should also be provided to verify the individual's identity.

List B

You should be able to provide documents from List B if you have limited leave to remain in the UK i.e. if your stay is time-bound. If your document has a positive verification notice, please refer to Group 2.

Group 1

1	A current passport endorsed to show that the holder can stay in the UK and is allowed to do the work in question.	Not required
2	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the person named in it can stay in the UK and can do the work in question.	Photographic evidence should also be provided to verify the individual's identity.
3	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-EEA national who is a family member of a national of an EEA country or Switzerland or who has derivative right of residence.	Photographic evidence should also be provided to verify the individual's identity.
4	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the person named in it may stay in the UK and is allowed to do the type of work in question.	An official document containing the individual's permanent NI Number and name issued by a government agency or a previous employer. For example, this could be a P45, P60 or a National Insurance card. Photographic evidence should also be provided to verify the individual's identity.

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Group 2

1	A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a EEA country or Switzerland stating that the holder is permitted to take employment which is less than six months old.	A Positive Verification Notice from the Home Office Employer Checking Service.
2	An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question.	A Positive Verification Notice from the Home Office Employer Checking Service.
3	A Positive Verification Notice from the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.	Not required

Steve Sampson
Managing Director

Reviewed January 2025 – Next review January 2026