**Home Office online right to work checking service**

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| **Name of person:** |  |
| **Date of check undertaken:** |  |
| **Type of check:(insert x in the relevant box)** | [ ] Initial check before employment [ ] Follow up check  |

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| It is not possible to conduct a Home Office online right to work check in all circumstances, as not all individuals will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information you will need to complete an online check and will confirm whether an individual has the right to work and if so, the nature of any restrictions on that individual’s right to do so. In circumstances in which an online check is not possible, a manual check must be carried out. For more information on conducting an online check see [An employer's guide to right to work checks: 6 April 2022 (accessible version) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide/an-employers-guide-to-right-to-work-checks-6-april-2022-accessible-version)Currently, the online checking service supports checks in respect of those who hold:* a biometric residence permit; or
* a biometric residence card; or
* status issued under the EU Settlement Scheme; or
* status issued under the points-based immigration system; or
* British National Overseas (BNO) visa; or
* Frontier Worker permit

**Note**: From **6 April 2022**, Biometric Residence Card, Biometric Residence Permit and Frontier Worker Permit holders are only able to evidence their right to work using the Home Office online service. A manual check of documents can no longer be accepted. There are three basic steps to conducting an online right to work check: * 1. use the Home Office online right to work checking service ( <https://www.gov.uk/view-right-to-work>) by entering the applicant’s 9-character long share code (alongside the applicant’s date of birth) to view a job applicant’s right to work details and only employ the person, or continue to employ an existing employee, if the online check confirms they are entitled to do the work in question. (The share code is valid for 90 days from the point it has been used and can be used as many times as needed within that time).
	2. satisfy yourself that any photograph on the online right to work check is of the individual presenting themselves for work; and
	3. retain a clear copy of the response provided by the online right to work check, this should be the ‘profile’ page confirming the individual’s right work that includes the individual’s photo and date on which the check was conducted, storing that response securely, (electronically or in hardcopy) for the duration of employment and for two years afterwards.

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| **If applicable, date follow-up check required:** |  |

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