**Identification Checks – PAYE & CIS**

As a company we have to carry out document checks on every PAYE & CIS person to ensure they are legally allowed to work in the UK. If anyone working for us is found not have the legal right to work in the UK we will be fined £10,000 per individual unless we have carried out the correct checks. You should not make presumptions about a person’s right to work in the UK based on their background, appearance or accent.

Please follow the below UK Border Agency instructions for all PAYE & CIS new starters:

3 Step Process

1. The Site Manager must ask for and be given one of the original documents as listed below:
2. UK Passport. Or:
3. Passport or National Identity Card of a country in the European Economic Area\*.

If the above are not available the following can be accepted:

1. A full birth certificate issued in the UK which includes the name(s) of at least one of the holder’s parents. This proof of ID can only be accepted when produced in combination with an official document giving the person’s National Insurance (NI) number and their name issued by a government agency or a previous employer. E.g. P45, P60, NI card.
2. Check any photographs in the documents are consistent with the appearance of the person.

Check any dates of births listed are consistent across the documents and is realistic for the person.

Check that the expiry dates of any limited leave to remain in the UK has not passed.

Check any UK government endorsements regarding type of work/limited hours etc.

Satisfy yourself the documents are genuine and have not been tampered with.

1. Take a copy of the relevant pages, ideally in colour.
2. The document’s front cover.
3. The page containing the holder’s personal details.
4. Any page containing UK government endorsements such as residence/work visas.

On each page the Site Manager must write ‘I confirm I have seen the original document and this is a true and fair likeness of …….’ (insert name), then sign, date and email/post to head office. (Faxes are not acceptable).

Where possible, the passport should be a current passport which has not expired. An expired passport can be acceptable as long as all the above checks are carried out and photographs/date of births are still consistent with the appearance of the person.

\*The European Economic Area is Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Holland, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Iceland, Liechtenstein, Norway, Switzerland.

Documents that cannot be used for identification include a driving licence or an NI card on its own.

**It is up to the individual to prove their eligibility to work in the UK. If they cannot prove this then they cannot work in any capacity for the company and should not be inducted.**