

Guide: Conducting Home Office Online Right to Work Checks

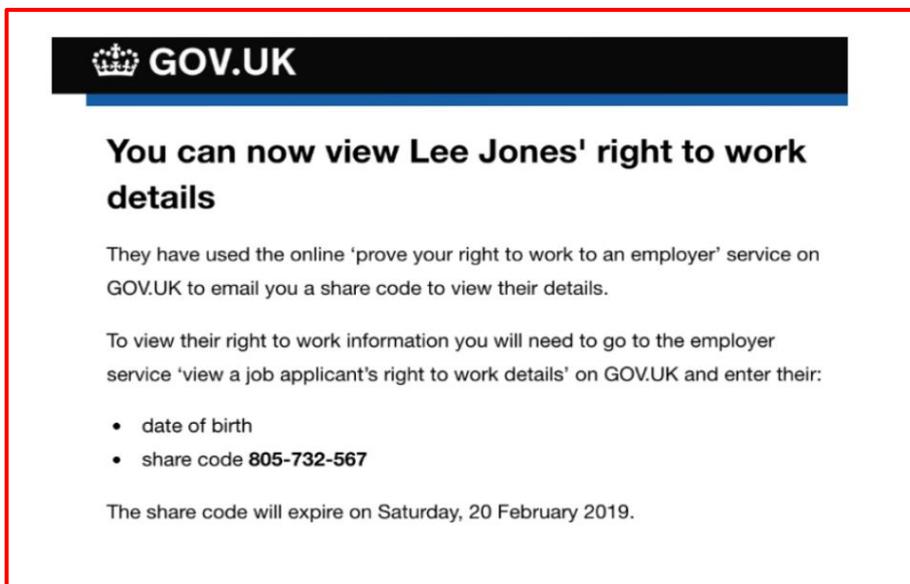
All employers in the UK have a responsibility to prevent illegal working and we must conduct a right to work check before we employ a person to ensure they are legally allowed to do the work in question for us.

You must carry out the check with the person physically present or on a video call.

Step 1: Use the Home Office online service

- For prospective or existing employees using the service they must select one of the three reasons for sharing their immigration status, for right to work checks they must select to [prove their right to work in the UK](#). After selecting the correct option, they can then generate a 9-character long share code that can be passed on to an employer. The share code for right to work checks begins with a **W**, if the share code you are provided with starts with a different letter you must request a new one for the purpose of right to work.
- When this code is entered along with the person's date of birth, it enables you to access their right to work profile page. The share code will be valid for 90 days and can be used as many times as needed within the 90 days, after which a new code will be required to conduct an online check.

They can provide the share code to you directly, or they may choose to send this to you via the service. If they choose to send it to you via the service, you will receive an email from right.to.work.service@notifications.service.gov.uk.



This image is an example of the message an employer receives when an individual has sent their share code to the employer via the online service

- To check the person's right to work details, you will need to:
 - access the service '[View a job applicant's right to work details](#)' via GOV.UK
 - enter the 'share code' provided to you by the individual, and
 - enter their date of birth

Step 2: Check

- In the presence of the individual (in person or via live video link), check that the photograph on the online right to work check is of the individual presenting themselves for work (i.e., the information provided by the check relates to the individual and they are not an imposter).

The screenshot shows the GOV.UK interface for viewing a job applicant's right to work. The page title is "View a job applicant's right to work". A "BETA" notice states: "This is a new service - your feedback will help us to improve it." The main heading is "Right to work" for "Erika Mustermann". Below the name, it says "They can work in the UK." The "Details" section contains the text: "They can work in any job. There is no limit on how long they can stay in the UK." A photograph of Erika Mustermann is shown with a "Rotate" button below it. Below the photo, there is a section titled "If you employ this person" with instructions to avoid a penalty and a list of requirements: "check this looks like the person you meet face to face" and "keep a secure copy of this online check (either electronically or in hard copy), for the duration of the employment and for 2 years after". A note states: "You don't need to do the check again." At the bottom, a "Details of check" table is shown:

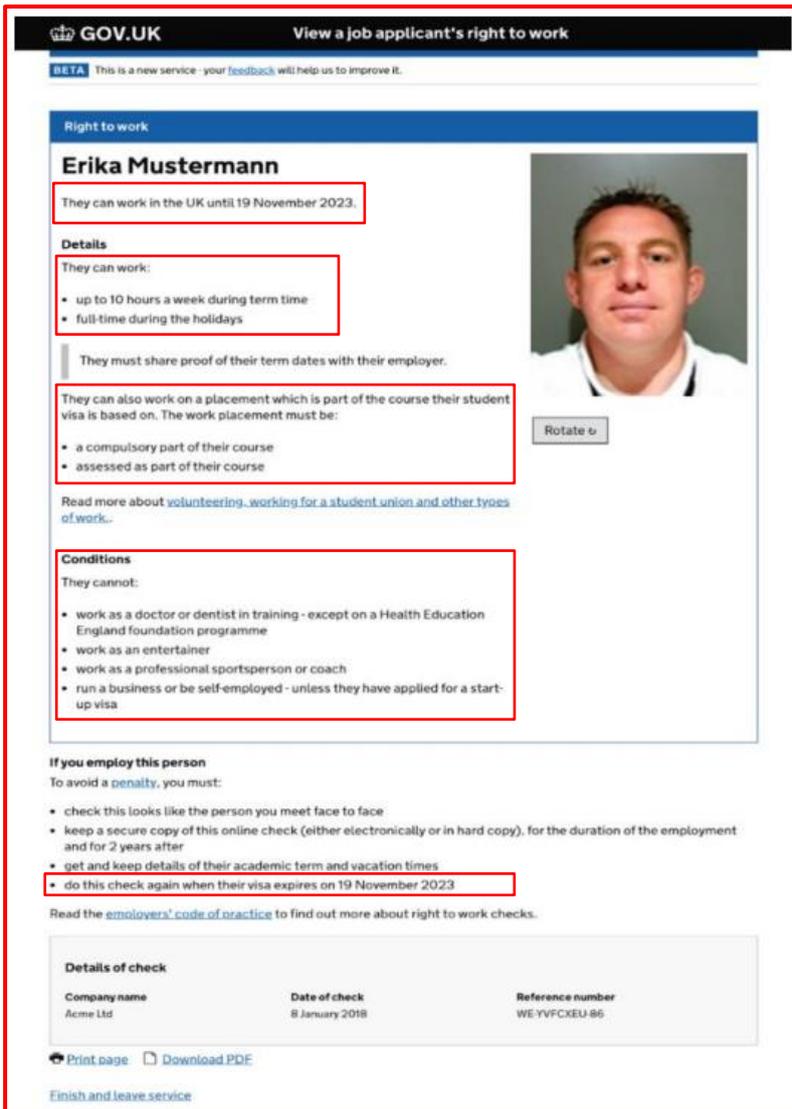
Company name	Date of check	Reference number
Acme Ltd	8 January 2018	WE-ZYINRDR-00

This image is from the online service and shows the individual has a **continuous right to work**.

The screenshot shows the GOV.UK interface for viewing a job applicant's right to work. The page title is "View a job applicant's right to work". A "BETA" notice states: "This is a new service - your feedback will help us to improve it." The main heading is "Right to work" for "Erika Mustermann". Below the name, it says "They have permission to work in the UK from 6 August 2021. They can work in the UK until 6 September 2023." The "Details" section contains the text: "They can work in any job." A photograph of Erika Mustermann is shown with a "Rotate" button below it. Below the photo, there is a section titled "If you employ this person" with instructions to avoid a penalty and a list of requirements: "check this looks like the person you meet face to face", "keep a secure copy of this online check (either electronically or in hard copy), for the duration of the employment and for 2 years after", and "do this check again when their permission to be in the UK expires on 6 September 2023". At the bottom, a "Details of check" table is shown:

Company name	Date of check	Reference number
Acme Ltd	8 January 2018	WE-OSGKVVJ-35

This image is from the online service and shows the individual has a **time-limited right to work** and confirms the date that their leave expires.



This image is from the online service and shows the individual has a **restricted, time-limited right to work**. It confirms the hours they can work and the date that their permission to enter expires.

- Ask the individual to confirm the visa type if this is unclear from the check (see Appendix A).

Step 3: Retain evidence of the online check

- Save the 'profile' page confirming the individual's right to work. This is the page that includes the individual's photo and date on which the check was conducted. You will have the option of printing the profile or saving it as a PDF or HTML file.
- The evidence will need to be stored securely, (electronically or in hardcopy) for the duration of employment and for two years afterwards.

Step 4: Retain a copy of the passport

- Whilst this is not a requirement of a right to work check, it is recommended as good practice to keep a copy of all non-British and non-Irish nationals' passports on file. This should also be stored securely.

Appendix A

Type of Visa	ResourceLink category code
Accompanying Partner	AccompPart
Asylum	Asylum
British National (Overseas) (BN(O) - HK)	BritNatOS
Certificate of Right of Abode	CertOfROA
Child Student	ChiStudent
Dependant	Dependant
Dependant of a Points Based System (PBS)	DepenPBS
Dependant of Spouse/Partner	DepenSpPar
Doctorate Ext Scheme (DES) - FT	DocExtSche
ECCA1 Turkish Worker	TurkWorker
Employer Checking Service Positive Verification Notice	PosVerNoti
Entrepreneurs	Entpreneur
EU Pre-settled status	EUPreSett
EU Settled Status	EUSettled
European Temporary Leave to Remain	EurTempLTR
Exceptional/Promising Talent	EXCEPT
General	General
Global Talent	GlobalTal
Graduate	Graduate
Graduate Entrepreneur	GRADENTREP
Health and Care Visa, Skilled	HealthSkill
Indefinite Leave to Remain/Settlement	IndefLTR
Innovator	Innovator
Intra Company Transfers	Intcompany
Intra-Company Graduate Trainees	IntrCoGrad
Investor	Investor
Limited Leave to Remain	LimitedLTR
Ministers of Religion	Religion
Permanent Resident Card	PermResCar
Post Study Work	Poststudy
Refugee	Refugee
Residence Card (Family member of EEA)	ResidCard
Skilled Worker	SkilWorker
Sport People	Sprtpeople
Start-up	Startup
Student	Student
Temp Work - Charity Workers	ChaWorkers
Temp Work - Government Authorised Exchange	GovAuthExc
Temp Workers - Creative and Sporting	Creatsport
Temporary Work - International Agreement	IntAgremnt
Temporary Work - Religious Workers	RelWorkers
UK Ancestry	UKAncestry
UK Ancestry	UKAncestry
UKVI/Home Office letter	UKVILetter
Youth Mobility	YthMobilty