Right to work check checklist

For UK employers. Tick each step for every new worker, before they start. Keep this with the worker's file.

Worker name: _____ Start date: _____

1. Before you start

- [ ] Ask every candidate to show their right to work. Do not insist on one method.
- [ ] Do the check **before** the person starts work, however few hours they will do.
- [ ] Choose the right check: online (share code), manual (original documents) or a certified digital identity provider.

2. Online check (share code)

- [ ] Obtain the worker's share code and date of birth.
- [ ] Use the Home Office online service on GOV.UK. Confirm the photo matches the person and the details allow this work.
- [ ] Save a copy of the result page (PDF or HTML).
- [ ] Record the date you did the check. Share codes are valid for 90 days.

3. Manual check (original documents)

- [ ] Obtain original documents from List A or List B.
- [ ] Check them in the person's presence: genuine, not tampered with, photo and date of birth match, dates consistent.
- [ ] Do not rely on a live video link, screenshot or scan (except for specific digital evidence of name and National Insurance number).
- [ ] Copy each document clearly in a format that cannot be altered.
- [ ] Record the date: "The date on which this right to work check was made: [date]". Or keep a separate dated record.

4. Special cases

- [ ] Students: keep the academic term and vacation dates where hours are limited in term time.
- [ ] Outstanding application or appeal: use the Home Office Employer Checking Service.
- [ ] Time-limited right to work: note the end date.

5. Follow-up checks

- [ ] Diarise a follow-up check on or before the end date (suggested reminders at 60, 30 and 14 days).
- [ ] Repeat the check and keep the new copy and a new dated record.

6. Keep the records

☐	Store copies and dated records securely.
☐	Keep them for the whole time the person works for you **and for two years afterwards**, then destroy them securely.
☐	Be able to show a Home Office inspector the copy and the date of each check.

Tracking more than a handful of workers? BeComply keeps the dated record and flags follow-up checks. Free for up to 5 workers: becomply.co.uk
Always check the latest guidance: gov.uk/government/publications/right-to-work-checks-employers-guide