

When should the check be made?	Check Type	Check Applicable to UK and Irish National	Check Applicable to Non UK and Irish Nationals	Document Accepted	Identity Check	Additional Considerations
In all cases, without exception, the right to work check must be performed <b>prior</b> to employment	Face to Face checking the applicants original documents	Yes	Not Applicable – there are extremely rare exceptions for unique visa types	Original Documents in line with list A or B	Must be performed whilst you are in possession of the documents	<b>You must be in possession of the documents when the likeness check against the photograph is taking place.</b> This check should always be face to face, only in extremely rare cases should this be performed online.
	Online using Home Office Share Code*	Not Applicable	Yes	Share Code PDF <b>You must read the details section on this document carefully</b>	Must be performed against the picture in the document either online or in person	You must check the terms of their VISA as outlined on the details section. You must also ensure the actions on the check boxes have <b>ALL</b> been completed. By sending the document to Personnel the assumption will be that all actions have been taken.
	Online Using Liverpool Hope YOTI System	Yes	Not Applicable	YOTI Check – PDF Download	Must be performed against the picture in the document either online or in person before the final approval on YOTI	You must perform a likeness check against the picture, <b>before you approve the YOTI document.</b> By sending the document to Personnel the assumption will be that a likeness check has been undertaken.

\*The Home office has also updated guidance on the way in which Biometric Residence Card (BRC), Biometric Residence Permit (BRP) and Frontier Worker (FWP) holders evidence their right to work. From 6 April 2022, BRC, BRP and FWP holders can evidence their right to work using the Home Office online service only, **presentation of a physical document will no longer be acceptable**. This means from 6 April 2022 we must use the online checking service to check anyone who holds one of the above-mentioned documents (BRC, BRP and FWP). Prior to the check, the applicant should provide you with a share code and their date of birth. You must have the applicant's permission before conducting the check. Once input the service will produce a downloadable PDF document, you should check the picture on this the same way we check a physical document, this can be done in person or via video call. The online checking service can be accessed using the link below: