The University of Edinburgh

Immigration legal compliance training:
The prevention of illegal working
Wednesday 15 February 2017

Housekeeping

- Mobiles & blackberries
- Fire alarms, exits and toilets

- We encourage participation
  - say anything relevant / illustrative
2. Check

- Always check originals *in presence of holder*
- Documents fall within List A or B?
- Valid or expired?
- Photographs and dates of birth consistent with holder's appearance and consistent across documents?
- Work restrictions? Fit role? (e.g. restricted hours/work)
- Appear genuine and not tampered with?
  - A brief but thorough inspection required (only liable if reasonably apparent it is false)
  - What if you're unsure?
- Name differences? Accounted for and evidenced?

3. Copy

- Make clear, unalterable, copy (e.g. pdf/jpeg)
- Full copy of passport (front cover no longer required)
- All other documents copied in full