**Eligibility to Work – Contributor Checks by Production**

**CONFIDENTIAL**

**RIGHT TO WORK DECLARATION FORM FOR CONTRIBUTORS**

**(to be sent to your** **Business Affairs contact)**

**PRODUCTION TEAM TO COMPLETE**

**Name of Contributor**

**Professional/Stage Name**

**(if different from above)**

**ACON Index Number (see Appx 6)**

**(for a contributor who has worked**

**for the BBC previously)**

**Check carried out by: Name**

**Contact Number: Job Title: Date of check:**

**Please confirm that you have seen the original documentation and checked and copied the required information.**

**Note: If information in this form incomplete and/or illegible, the form will be returned to you. The engagement cannot start or payment be made until the checks are satisfactorily completed.**

**Refer to the** [**Check Contributor's Right to Work in the UK guide**](https://intranet.gateway.bbc.co.uk/crba/production-toolkit/explainers/Pages/check-contributor-right-to-work.aspx) **for information on what to look for in documents.**

|  |  |
| --- | --- |
| **VALIDATION CHECKLIST** | **Tick to confirm** |
| **EITHER: (A) PASSPORT/NATIONAL IDENTITY CARD/VISA:**  |  |
| I have seen the **Original Passport / National Identity Card** and any accompanying original document authorised by the Border and Immigration Agency (e.g. Visa) and attach a copy |  |
| The **date of birth/age** on the above document matches the appearance of the individual and any details already provided  |  |
| The **photograph** in the passport/National Identity Card is a good likeness of the individual |  |
| If the passport/National Identity Card has been damaged or is faded and cannot be clearly scanned/copied give details here:………………………………………………………………………. |  |
| **If limited right to remain:** The expiry date of leave to enter/remain in the UK has not passed | **Insert expiry date** |
| **OR: (B) BIRTH OR ADOPTION CERTIFICATE** |  |
| I confirm that I have seen a **full** British birth/adoption certificate (i.e. one which includes the name of at least one of the holders parents/adoptive parents) together with an official document giving the person’s permanent NI number and their name issued by a Government agency or a previous employer |  |
| **OR: (C) INTERNATIONAL STUDENT** I attach evidence of their academic term and vacation times for the duration of the time they will be working for the BBC. This should be requested from the student and come from the education institution which is sponsoring the student. Please provide description of evidence attached below. |  |
| **OR: (D) A POSITIVE VERIFICATION NOTICE ISSUED BY THE HOME OFFICE ONLINE CHECKING SERVICE** I attach the online check report issued by the Online Checking Service. |  |
| **OR: (E) OTHER DOCUMENT AS DESCRIBED IN LISTS A & B (Group 1 or Group 2)** Give details of document provided (e.g. List A – Group 1 – Paragraph 3 – *A* ***current*** *Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.*……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |  |
| **AND – SUPPORTING DOCUMENTS (where required)** |  |
| If 2 documents give different names, the person must provide supporting documents showing why they’re different e.g. marriage certificate or divorce decree |  |

**Next steps:**

**- E-mail/post the Declaration Form and copies of documents to your** **Business Affairs contact.**

**- Mark your e-mail or envelope CONFIDENTIAL**