

What a team member should bring for Rightcheck? (UK&NI)

January 2026– Version 7.0

- ✓ Proof of ID
- ✓ Proof of address (Dated within the last three months)
- ✓ Proof of Public Services Card number

Important Notice: Documents must comply to one of the guidelines listed below:

Abbreviations of names will not be permitted.

- If your name is Christopher Smith, your documentation should read Christopher Smith as opposed to Chris Smith.
- Examples: If someone named **Rebecca Doe**
 - **Acceptable:** Rebecca Doe / R Doe
 - **Not Acceptable** : Becky, Becki Doe
- If the candidate has a double-barreled last names, documents must show the double-barreled last names.
 - **Acceptable:** Daniel Da Silva
 - **Not Acceptable:** Daniel Silva

Nationality	Type of Document
British	Passport Birth Certificate Adoption Certificate
Irish	Passport Birth Certificate Adoption Certificate
Other Nationals	Share code (a 9-digit code the candidate needs to provide)

Hiring manager can assist the candidate to obtain share-code using the following link:

<https://www.gov.uk/view-prove-immigration-status>

Do not submit BRP card / any other visa document as it will not be accepted.



Biometric Cards are **NOT VALID for right to work, even if new!**



Candidates should provide a share code.

Accepted (Must be dated within past 3 months)	Not Accepted
Bank statement	DBS certificate
Credit card statement	Invoices
Utility bills	Mobile Phone bill
Benefit statement	Driving licence
Letter from a government department e.g., Department for Work and Pensions	Tenancy agreement
TV licence bill	

The name on the documents must be consistent with your ID

Original must be uploaded!

NB: We cannot accept a photo taken from the candidate's phone/laptop.

Document Types
National Insurance Card
Letter from HMRC
P45/P60 (Previous employer)
Payslip



Proof of NI cannot be issued by ABM.

Your proof of NI must be consistent with your ID
Original must be uploaded!

NB: We cannot accept a photo taken from the candidate's phone/laptop.

We require confirmation from their educational institution that they are studying. Please provide term dates letter on Right Check App along with the Student E-Visa and UKHR Team will check this through.

If the team member changed their name in the past where the documents name does not match, the team member will need to provide official evidence to show such change.

Acceptable documents:

Change of name deed poll

- Must clearly declare the name change.
- Must be signed and dated by individual whose name is changing.
- Must be signed and dated by a witness who does not live at the same address (can be signed by a solicitor or Commissioner of Oath)

Absolute decree

- Must be issued by the Court

Marriage Certificates



NB : We can accept original copies only. No photocopies, scans or screenshots are accepted.

Useful Contacts

UKHR

UK.HR@abm.com

HR Compliance Team

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Home Office Contact Details

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Driving possibility, together.