



**METROPOLITAN
POLICE**

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Eligibility Criteria for Employment in the MPS

Standard Operating Procedure

INDEX

1. Introduction
2. Application
3. Entry Routes to Police Constable
4. Age
 - 4.1. Police Officers, Transfers, Rejoiners & MSC
 - 4.2. Police Staff
5. Convictions Criteria
6. Right of Abode and Residency Criteria
 - 6.1. Right of Abode
 - 6.2. Acceptable Documents to Confirm Identity
 - 6.3. Residency
 - 6.4. London Criteria
 - 6.5. Registration with a General Practitioner Criteria
7. Qualifications and Experience
 - 7.1. Police Officers & Extended Police Family
 - 7.2. Police Staff
8. Previous Applications
9. Multiple Applications
10. Incompatible Occupations
 - 10.1. Metropolitan Special Constables (MSC)

- 10.2. Metropolitan Police Volunteers (MPV)
- 11. Transsexual Applicants
- 12. Tattoos and Body Piercing
 - 12.1. Offensive Tattoos
 - 12.2. Visible Tattoos
 - 12.3. Removal of Tattoos
 - 12.4. Body Piercing
- 13. Internal Applications from Metropolitan Special Constables (MSC), Volunteer Police Cadets (VPC), Volunteers registered to the Metropolitan Volunteers Programme (MPV) and Police Constable (PC) Posts
 - 13.1. Volunteering Hours
 - 13.2. Police Staff Roles
 - 13.3. Order of Recruitment Eligibility for Police Staff Posts
 - 13.4. Serving Police Staff applying for Police Officer
- 14. List of Forces for Transferring Officers
 - 14.1 Home Office
 - 14.2 Non-Home Office Forces
- 15. Responsibilities
- 16. Associated documents and policies

Appendix 1 - Documentation required to comply with the 'Prevention of Illegal Working' - Immigration, Asylum and Nationality Act 2006.

1. INTRODUCTION

This Standard Operating Procedure supports the **PeopleSupport** Recruitment and Selection Policy. It is a reviewed Standard Operating Procedure and supersedes all previous directions relating to eligibility criteria.

2. APPLICATION

This Standard Operating Procedure takes immediate effect.

All police officers and police staff, including the extended police family and those working voluntarily or under contract to the Mayor's Office for Policing and Crime (MOPAC) or the Commissioner must be aware of, and are required to comply with, all relevant Metropolitan Police Service (MPS) policy and associated procedures.

However, this Standard Operating Procedure applies in particular to officers and staff in the following roles:

- **PeopleSupport** Recruitment
- **PeopleServices**
- Recruiters at B/OCUs

N.B. This list is not intended to be exhaustive.

It applies to all applicants to the MPS unless it is stated otherwise in the applicable section – e.g. a particular section applies to transferring officers only.

This Standard Operating Procedure is also applicable to existing Metropolitan Special Constabulary Officers (MSC), members of the Met Volunteer Programme (MVP) and Volunteer Police Cadets (VPC), wishing to apply for paid employment within the MPS.

3. ENTRY ROUTES TO POLICE CONSTABLE

There are a number of entry routes when applying to the role of a new Police Constable.

- External applicants who will need to obtain the Certificate in Knowledge of Policing (CKP), a recognised qualification in law and policing, before joining the service.
- Internal MPS police staff who will need to have completed their probationary period (one year) and also obtained the CKP before re-joining the service.
- Special constables who do not possess Independent Patrol Status. These candidates will need to have obtained the CKP before joining the service as a police constable.
- Special constables wishing to apply for the role of Police constable through specific campaigns will require a line manager recommendation and possess Independent patrol status. Special constable applicants who possess Independent patrol status will not be required to obtain the Certificate in Knowledge of Policing (CKP)

Certificate in Knowledge of Policing (CKP) Requirement for new Police Constables

External applicants (including MPS police staff) who want to become a new police constable in the Metropolitan Police Service will need to have successfully completed the Certificate in Knowledge of Policing (CKP) before starting a training course as a new police constable.

The CKP is a mandatory requirement and the Metropolitan Police Service will only accept certificates from approved training providers from the College of Policing. Further information regarding the CKP and a list of approved training providers is available on the College of Policing website - see related links.

Special constables who possess Independent patrol status and apply for the role of police constable will not be required to obtain the CKP due to their policing experience.

Specific Graduate schemes for the role of new Police constable may also be exempt from obtaining the CKP.

4. AGE

4.1 Police Officers, Transfers and Re-joiners, and MSC:

Candidates must be between the ages of 18 and 57 at the time of applying.

Applications received from applicants aged 57 and older will be referred to the relevant Senior Recruitment Manager.

4.2 Police Staff

Candidates must be over the age of 16 at the point of application, however they will not be able to take up employment until they are above 'compulsory school age'. Compulsory school age is up to the end of the academic year in which they turn 16.

For any Police Staff posts where there is a requirement to undertake shift work, applications are only accepted if the applicants are 18 and above.

5. CONVICTIONS CRITERIA

Careful consideration will be given to any candidate who is confirmed as having been convicted of any criminal offence.

In considering the application of this Standard Operating Procedure the **overriding** rule is that no one is eligible for appointment if they have been convicted of any criminal offence which:

- ***If committed by a serving member of the Service will result in their dismissal from the Service;***
- ***Will cause embarrassment to the Service; or***
- ***Will create difficulties to the individual in carrying out his or her duties.***

Please refer to the NPIA circular 02/2011 for details of the criteria applied. The MPS adheres to current guidance from the National Policing Improvement Agency (NPIA).

6. RIGHT OF ABODE AND RESIDENCY CRITERIA

6.1 Right of Abode

It is possible to recruit any applicant to the MPS who fulfils the following criteria:

- British Citizens;
- Citizens from the European Economic Area (EEA) or a Swiss national.

Current EEA members are:

Austria	Latvia
Belgium	Liechtenstein
Bulgaria	Lithuania
Cyprus	Luxembourg
Czech Republic	Malta
Denmark	Netherlands
Estonia	Norway
Finland	Poland
France	Portugal
Germany	Romania
Greece	Slovakia
Hungary	Slovenia
Iceland	Spain
Ireland	Sweden
Italy	United Kingdom

Police Officers, Police Transfers and Re-joiners, and MSC:

Candidates for appointment as a Police Officer / Special Constable (MSC) who are neither a member of the European Economic Area (EEA) or a Swiss national are **required to have leave to enter or leave to remain in the UK - now also called 'settlement' for an indefinite period. Such applicants must reside in the UK free of restrictions or have an entitlement to do so.**

Other roles:

Any applicant for other roles within the MPS who is not a British Citizen, member of the EEA or a Swiss National must have a visa entitlement to live and work in the UK for a period of time sufficient to ensure that the recruitment and training costs for the role are recouped. The timescales are as follows:

Police Staff in administrative roles -

Candidates must have 1½ years left to run on their Visa at the point of application.

Police Community Support Officers and Police Staff in Communication Officer and other specialist roles requiring extensive training (including Dedicated Detention Officers) -

Candidates must have 2½ years left to run on their Visa at the point of application.

Permanent employment contracts must still be issued in these circumstances as opposed to fixed term contracts. However, these will be terminated at the conclusion of any defined period, unless the member of staff has extended this period, or has gained indefinite leave to remain.

The Immigration, Asylum and Nationality Act 2006 requires employers to carry out checks on the original documents of prospective employees, as well as **carry out repeat checks at least once every 12 months on those employees with indefinite leave to remain.**

Responsibility for checking that visas remain valid rests with Line Managers. The **PeopleSupport** Advisory Centre will identify those employees requiring an annual check or confirmation that a defined period has been extended. The Line Manager must then ensure that the employee's documentation is checked within the (B)OCU. Verified photocopies (clearly marked with details of the person carrying out the check, date / time seen) of the original documents must be sent to the **PeopleSupport** Advisory Centre who scan them and attach them to the employee's MethHR record.

Additional guidance on documentation can be sought from the UK Border Agency who run an employers' help-line on 0300 123 4699, Monday to Friday 0900-1700 or view their website at:
<http://www.ukba.homeoffice.gov.uk/sitecontent/contacts/employershelpline>.

6.2 Acceptable Documents to confirm Identity

Applicants to the MPS are required to provide the documentation listed below.

- | | |
|----------------------------|--|
| British Nationals | <ul style="list-style-type: none">▪ Full 10 year passport▪ Full birth certificate▪ Adoption Certificate |
| Other EEA Nationals | <ul style="list-style-type: none">▪ Full EEA Passport▪ An official document issued by a previous employer or Government agency, e.g. HMRC, which contains the permanent National Insurance number and name of the person |
| Other Nationals | <ul style="list-style-type: none">▪ Full passport▪ Home Office documents confirming the individual's UK immigration status. (The candidate must have indefinite leave to remain and work in the United Kingdom free from all restrictions or have an entitlement to do so). (Evidence also includes a biometric residence card |

Applicable Nationals	stating 'settlement'). Should the applicant produce I.D bearing different names they must provide the relevant documentation to explain the changes i.e. ▪ Marriage Certificate ▪ Civil Partnership Certificate ▪ Adoption Certificate ▪ Deed Poll
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If applicants are unable to provide the documentation listed above then the process listed at **Appendix 1** must be followed.

The documents listed in **Appendix 1** are those required to prove identity, in line with the relevant legislation. Applicants to the MPS are required to provide further documentation as part of our recruitment process, and informed of the documentation required in their letter of invite to assessment.

In the first instance we will always seek photographic identification (ideally a passport), however if a candidate is unable to provide any form of photographic identification (i.e. driving licence) then the Senior Recruitment Manager will make a decision based on the individual circumstances. Personnel Security Group (vetting) must be informed, so that they are aware of this when undertaking vetting on the applicant concerned.

6.3 Residency

In line with ACPO guidelines in respect of residency there is a requirement that an applicant should have been resident in the UK (including Northern Ireland but not the Republic of Ireland) for the 3 years prior to submitting an application. If within this 3-year period the candidate has been outside the United Kingdom for less than 6 months, the application should proceed. If the candidate has been outside the United Kingdom for between 6 and 12 months, a query should be made to Personnel Security Group (PSG) to decide whether or not to proceed. If the candidate has been outside the UK for more than 12 months, the application should be terminated on the grounds that insufficient vetting can be undertaken to ensure the candidate's suitability. Members of the Armed Forces who have served abroad for more than 6 months within the last three years should not be rejected by recruitment officers but instead referred to PSG, who will make a decision based on the individual circumstances of their posting.

6.4 London Criteria

As of August 2014, applicants will need to evidence that they have lived in London within the geographical area covered by the MPS for at least three of the last six

years to be eligible to apply. Recruiting new constables with a knowledge and understanding of London (through living in the capital) will enable more effective operational policing through better understanding of local issues, a deeper knowledge of local communities and a more direct understanding of the diversity of cultures.

Candidates who are currently i) serving in the British armed forces and can demonstrate London residency by discounting any periods of time where they have been deployed overseas or across the UK or ii) working for the UK Government overseas and can demonstrate London residency by discounting any periods of time where they have been deployed abroad, are still eligible to apply.

If you are a serving MPS special constable, police staff employee or volunteer police cadet or cadet leader you are exempt from the London residency criteria when applying for the police constable role. Met Special constables must have reached single patrol status and police staff employees must have passed their probationary period to apply for the role as an internal applicant.

6.5 Registration at a General Practitioner Criteria

Applicants will need to evidence that they have registered with a General Practitioner (GP) in the UK for a minimum of 2 years to be eligible to apply.

7. QUALIFICATIONS AND EXPERIENCE

7.1 Police Officers and Extended Policing Family

There are no set requirements for qualifications or experience in order to become a Regular Police Constable or member of the extended police family.

7.2 Police Staff

All Police Staff posts within the MPS are subject to the MPS Performance Framework (MPF). All posts advertised externally should list the competencies/skills required to undertake the role and the applicant must demonstrate in their application how they meet these standards.

There are no generic qualifications required for police staff posts, however certain roles may require specific qualifications.

8. PREVIOUS APPLICATIONS

Previous candidates can re-apply for the same role 6 months after the receipt of their rejection letter, should a vacancy still exist. This applies to candidates who

were rejected by another constabulary / police service during a National Recruitment Standards (NRS) process.

Candidates may be allowed to have their application reinstated sooner if they withdrew from the process or were rejected for failure to attend a selection event or training school or through lack of contact. This will be dependant upon the recruitment campaign in question and be at the discretion of the appropriate Recruitment Manager.

9. MULTIPLE APPLICATIONS

Whilst there is no specific restriction on the number of vacancies internal candidates may wish to apply for simultaneously, it is expected that line managers only support those applications where the candidate has demonstrated sufficient skills and experience to fulfil the role in question. The expectation is that careful consideration has been given to the application by both candidate and line manager. Random and speculative applications by volunteers wishing to gain paid employment must be discouraged.

10. INCOMPATIBLE OCCUPATIONS

10.1 Metropolitan Special Constable

The following occupations are considered to be incompatible with the office of constable and applicants employed in these occupations should not be appointed to the Metropolitan Police Special Constabulary. **The list is not exhaustive** and if an occupation is not contained within the following list but the Recruitment Officer is concerned that the occupation may not be compatible, guidance should be sought from the appropriate Head of Unit.

- Serving members of the armed forces
- Members of the Royal Auxiliary Air Force
- Royal Naval Auxiliary Service
- The National Hospital Service Reserve
- Members of the fire service - operational - **Can apply with written permission from their Chief Officer.**
- Traffic Wardens and School Crossing Patrols
- Members of employers' police forces and private constabularies
- Magistrates, clerks to justices and clerks to courts
- Probation officers - who have to give evidence in court
- Youth workers and social workers involved in the administration of criminal law
- Bailiffs, warrant officers, private detectives and inquiry agents
- Employees of security organisations including custody escort officers

- Security, guards and doorman (except those employed directly by the business as part of an employer supported policing scheme e.g. ShopWatch)
- Neighbourhood wardens and other uniformed Patrol Wardens
- Police Community Support Officers (Community, Security, Station and Transport)
- Prison custody officers (Prison Officers are eligible with written permission from their Prison Governor)
- A local authority parking warden
- Persons taking an active part in politics. Each case will be treated on its own merits. Any complex cases will be referred to the Head of **PeopleSupport** Recruitment for final decision.
- The Highways Agency Traffic Officers (and traffic officers who are employed by other organisations, such as Vehicle and Operators Services Agency) or those intending to become traffic officers
- UKBA Border and Immigration officers with powers of arrest
- Customs Officers
- Barristers, Solicitors and Judges
 - Members of Police Authorities
 - Transport Network Revenue Protection Inspectors
 - Local Authority field officers eg: trading standards officers
 - Civilian enforcement officers
 - Vehicle removal officers

Candidates who are accredited persons (whatever their day job should be treated as being in a precluded occupation.

Candidates holding an SIA licence are **not** automatically perceived in a precluded occupation, unless involved in security.

Further information on incompatible occupations can be found within the NPIA Circular 2012 Special Constables (MSC) Precluded Occupations.

10.2 Metropolitan Volunteer Program (MPV)

Guidance on incompatible occupations for members of the public wishing to join the MPV is contained within the MPV Standard Operating Procedure.

11. TRANSSEXUAL APPLICANTS

With effect from 10th July 2012 the Home Office approved guidance in Annex L to Code C of PACE regarding searching detainees in custody means that a transsexual applicant can carry out their full role as searching officers and staff. There is now no longer a need for the issue of a Search Exemption Certificate.

12. TATTOOS AND BODY PIERCING

Candidates for the Police Service should have a general appearance that reflects the professional Service they represent, and which complies with the MPS Dress Code. They must demonstrate that they are sensitive to the impression they will make on those with whom they come into contact.

All volunteers must be aware that they are subject to this criteria and may have an application rejected where minimum standards are not met.

12.1 Offensive Tattoos

Anyone who has a tattoo which could be construed as being offensive to any religion or belief, or is in any way discriminatory, violent or intimidating, **will not be accepted to join the MPS**. This is irrespective of wherever the tattoo appears on their body.

In any cases of doubt, in the first instance, the tattoo should be referred to the appropriate Recruitment Manager for consideration. If the Recruitment Manager is unable to decide whether the tattoo is acceptable or not, it should be referred to the Business Development Manager. In addition, in order to ensure consistency, any decision to reject should always be discussed with the Business Development Manager.

It should be made clear to the candidate in the letter terminating their application that it has been terminated on the basis of their tattoo. If the candidate has more than one tattoo, the tattoo that has led to the termination of their application should be described in the letter of termination.

12.2 Visible Tattoos

Candidates should not have visible tattoos on the face, neck (above the collarline) or on the hands. To retain a professional image all other tattoos must be covered at all times whilst on duty/at work. The candidate must be made aware of this, especially if they have lower arm tattoos.

Exceptions may be made for temporary henna tattoos for cultural observance.

12.3 Removal of Tattoos

It is possible that in some instances candidates will volunteer to have their tattoos removed. This is not an easy operation and usually involves a skin graft and/or laser treatment (burning it off). There are no guarantees that such treatment would be successful and there are known cases where patients have been left with permanent scarring. **On no account should a candidate be told that their**

application will be considered favourably if the offending tattoos are removed or toned down. Should a candidate insist on proceeding with treatment, he/she must be informed by letter that the Metropolitan Police Service regards the decision as entirely one for the candidate and that the Service cannot accept any liability for the outcome of such treatment. Additionally no guarantee should be given that a further application would ultimately be successful.

12.4 Body Piercing

Special attention must be paid to any facial or tongue piercing. This is of particular importance where staff will undertake either a uniform role or a role where they are required to meet the public.

It is necessary to consider whether the prominence and location of any facial piercing would undermine the dignity and authority of the member of the Metropolitan Police Service and whether there may be implications for their safety. If it is considered that the dignity and the authority of the member of the Metropolitan Police Service will be undermined or there are implications for their safety, the candidate should be advised that their application will be terminated.

It is the responsibility of the Assessment Team and the **PeopleSupport** Recruitment Medical Staff to note any facial piercing that a candidate may have and bring it to the attention of the relevant Recruitment Manager who will see the candidate and assess the piercing in accordance with the preceding paragraph. The Recruitment Manager must document the decision made with regard to the facial piercing on the recruitment file regardless of the decision made.

13. INTERNAL APPLICATIONS FROM METROPOLITAN SPECIAL CONSTABLES (MSC), VOLUNTEER POLICE CADETS (VPC) & VOLUNTEERS REGISTERED TO THE MET VOLUNTEER PROGRAMME (MPV) FOR POLICE STAFF & POLICE CONSTABLE (PC) POSTS

13.1 Volunteering Hours

Before any application can be considered it is expected that:

- Met Volunteers should have been members of the MPV for a period of not less than 12 months and must have averaged 10 hours volunteering per month during the twelve months i.e. 120 hours.
- Members of the MSC would have fulfilled their obligation to volunteer for 200 hours in the last year
- Members of the VPC would have consistently attended VPC meetings for twelve months, and also been regular participants in volunteering opportunities through their unit.

13.2 Police Staff Roles

Prior to the publication of any advertisement for a police staff post, **PeopleSupport** Workforce Deployment will have ensured that consideration has been given, in the first instance, to any eligible employee within the re-deployment pool.

All new staff must successfully complete their mandatory probationary period before they are eligible to apply for any alternative role within the MPS. This is a minimum period of 12 months for police staff. There may be occasions when probationary periods are extended beyond the normal 12 month period and any extension would need to be successfully completed.

All agency staff are required to successfully complete 12 months continuous service in the MPS before they are eligible to apply for a police staff vacancy. Agency workers must provide a copy of their last 12 months working pattern; so that an assessment can be made as to whether this will be regarded as continuous service.

Subject to meeting the above volunteering hours criteria in 13.1, any member of the MSC, MPV and VPC may apply for any Police Staff post advertised internally on [form 7305A](#). They should not be encouraged to apply for internally advertised roles until they have satisfactorily completed twelve months' voluntary service, to the required standard.

13.3 Order of Recruitment Eligibility for Police Staff Posts

Applicants will be considered in the following order, the process only moving to the next stage if no appointment is made:

1. Any eligible existing employee within the re-deployment pool (these will ordinarily be identified prior to any advertising) or a disabled member of staff as part of their reasonable adjustment.
2. Members of police staff with an employment contract and agency workers.
3. Police officers and members of the MSC, MPV and VPC.
4. External recruitment (dependant on the role, this may run alongside an internal process with Star Chamber approval).

Whilst applications from Police Officers and volunteer groups (MSC, MPV & VPC) for internally advertised Police Staff roles can be received at the same time, applications from existing Police Staff and agency workers will be considered in the first instance. Applications from Police Officers and volunteer groups will therefore remain on hold until such time as that pool of applicants has been exhausted.

13.4 Serving Police Staff applying for the role of Police Constable

Serving Police Staff applying for the role of a Police Constable must have successfully completed their probationary period prior to the submission of an application for an internal or externally advertised position.

14. LIST OF FORCES FOR TRANSFERRING OFFICERS

14.1 Home Office

Officers can apply to transfer into the MPS from any Home Office Force based in the United Kingdom in response to an advert. Officers cannot transfer from the Royal Military Police or a Police Force outside the UK.

14.2 Non-Home Office Forces

There is no automatic requirement to complete the full police foundation course. The most up to date information on our current requirements for individual Non-Home Office Forces are listed on the web site, <http://www.metpolicecareers.co.uk/>.

15. RESPONSIBILITIES

The ownership of this Standard Operating Procedure resides with **PeopleSupport Recruitment**.

It is the responsibility of all Recruitment Managers to make certain that all candidates comply with the eligibility criteria outlined within this Standard Operating Procedure.

Any MPS manager or member of staff involved in the processing of any application submitted by a member of the VPC, MSC or MPV for paid employment within the MPS, must comply with the eligibility criteria contained within this Standard Operating Procedure.

Responsibility for implementing, reviewing and monitoring the Standard Operating Procedure rests with the **PeopleSupport Recruitment**.

16. ASSOCIATED DOCUMENTS AND POLICIES

- **PeopleSupport Recruitment and Selection Policy**
- **Standards of Professional Behaviour**

- Metropolitan Police Service Dress Code policy and Standard Operating Procedure (Section 4 and Section 12.1)
- NPIA Circular 02/2011

Appendix 1

Documentation required to comply with the 'Prevention of Illegal Working' – Immigration, Asylum and Nationality Act 2006

If applicants are unable to comply with the documentation requirements detailed in Section **5.3** then they should follow the process detailed below.

In order to comply with the 'Prevention of Illegal Working' – Immigration, Asylum and Nationality Act 2006 only the following original documents are acceptable to demonstrate an ongoing right to work in the UK:

1.0 Required Documentation

- A passport showing the holder is a British Citizen or a citizen of the UK & Colonies having the right of abode in the UK.
- A passport or National Identity Card showing the holder to be a national of a European Economic Area (EEA) country or Switzerland.
- A residence permit, registration certificate or document certifying permanent residence issued by the Home Office or the Border & Immigration Agency to a national of an EEA country or Switzerland.
- A permanent residence card issued by the Home Office or BIA to the family member of a national of an EEA country or Switzerland.
- A Biometric Immigration document issued by the BIA to the holder that indicates that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A passport or other travel document endorsed to show that the holder is exempt from Immigration Control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

1.1 Alternate Documentation (which require annual checks)

If an applicant is unable to provide one of the original documents, listed at 1.0:

- They must be in possession of an official document issued by a previous employer or Government agency, e.g. HMRC, which contains the permanent National Insurance number and name of the person.

PLUS one of the following;

- An Immigration Status Document issued by the Home Office or BIA to the holder with an endorsement indication that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.

- A full birth certificate issued in the UK that includes the names of at least one of the holder's parents. **Short birth certificates are no longer acceptable.**
- A full adoption certificate issued in the UK that includes the names of at least one of the holder's adoptive parents.
- A Birth Certificate or Adoption Certificate issued in the Channel Islands, the Isle of Man or Ireland.
- A certificate of registration or naturalisation as a British citizen.
- A letter from the Home Office or BIA to the holder that indicates the named person is allowed to stay indefinitely in the UK.

Applicants unable to provide one of the documents listed at 1.0, and who are recruited using a combination of the documents listed at 1.1 are subject to a special requirement. Under the Immigration, Asylum and Nationality Act 2006, they must be **subject to annual checks** to ensure that they retain the right to work in the UK. MetHR must be updated to remind staff this check is required, and the result of the annual check must be recorded on MetHR.

Immigration, Asylum and Nationality Act 2006

Documents required ****Minimum of 2 documents are required and no exemptions for mandatory items****

****NOTE: If an applicant produces identification bearing different names they must provide relevant documentation to explain the changes; Marriage certificate, Adoption certificate Deed poll or decree absolute****

