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Passport/Checklist for Agent

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Tenant Name:	
Property:	

Date of checks:	<<insert date>>
Date of repeat checks (if relevant):	<<insert date>>

*This checklist

inside the Guidance Note before completion.

Manual Checks

LIST A (Group 1) – Acceptable single documents if a prospective tenant can produce ONE document

limited right to rent

when a continuous statutory excuse will be established

List A (Group 1): Acceptable single documents	Copied	Matters to check	Date of check	Copy taken
<p>A passport (current or expired) showing that the holder is a British citizen, or a citizen of the UK and Colonies holding the 'right of abode' in the UK.</p>	<p>which contains: - Date - Nationality, - Name, - Expiry date, - Biographic details - Photograph - Signature - Issuing authority - Stating that the holder has an entitlement to enter the UK - Main in the</p>	<ul style="list-style-type: none"> - Photo is true likeness. - DOB plausible and consistent with any other information the landlord has. - Passport appears genuine and not obviously tampered with. - Documents to support change of name if relevant (supporting documents must be copied too). - Passport should clearly explain the holder has leave to be in the UK for a limited time and show the date leave expires. <p>Agents can carry out an online check using an IDVT and must be satisfied that that photograph and biographic details on the IDVT output are consistent. A clear copy of the identity check from the IDSP must be retained. A list of certified providers is available for you to choose from the government website.</p>		

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<p>A passport or passport card (current or expired) showing that the holder is an Irish citizen.</p>	<p>which contains: date, nationality, name, expiry date, biographic details and photograph.</p>	<ul style="list-style-type: none"> - Photo is true likeness. - DOB plausible and consistent with any other information the landlord has. - Passport appears genuine and not obviously tampered with. - Documents to support change of name if relevant (supporting documents must be copied too). <p>Alternatively, you can carry out an online check using an IDVT and must be satisfied that that photograph and biographic details on the IDVT output are consistent. A clear copy of the identity check from the IDSP must be retained. A list of certified providers is available for you to choose from the government website.</p>		
<p>A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man which has been verified as valid by the Home Office Landlord Checking Service showing that the holder has been granted unlimited leave to enter or remain under <i>Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.</i></p>		<ul style="list-style-type: none"> - Letter issued with proof of the individual's settled immigration status must be copied. - Jersey also has an immigration status checker service for individuals to obtain confirmation of their status at any point. The results go to the individual's email address, the results of which can be presented to the landlord and a copy must be retained. <p>You must also carry out a check with the Landlord Checking Service. The result from the Landlord Checking Service must also be retained.</p>		
<p>A passport or other travel document (current or expired) endorsed to show that the holder is exempt from immigration control, or 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. This includes those with a document which shows that the holder is entitled to re-admission to the UK.</p>	<p>which contains: date, nationality, name, expiry date, biographic details,</p>	<ul style="list-style-type: none"> - Check endorsements and ensure these have not been tampered with. - Photo is true likeness. - DOB consistent with any other information the landlord has. - Document appears genuine and not obviously tampered with. 		

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<p>the UK (RUK endorsement), including Crown Dependency indefinite leave to remain (ILR) endorsements.</p>		<ul style="list-style-type: none"> - Documents to support change of name if relevant (supporting documents must be copied too). - Endorsed to show “exempt from immigration control”, has “right of abode” or “no time limit” on stay in UK. - Travel document is a passport-type document issued by the Home Office in lieu of a passport from their home nation. <p>If the Tenant has a Share Code, this should be taken to undertake an online Right to Rent check and a copy of the results page should be retained.</p>		
<p>An immigration status document (current or expired) containing a photograph issued by the Home Office to the holder, with an endorsement indicating that the person named in it is allowed to stay in the UK indefinitely or has no time limit on their stay in the UK.</p>	B	<ul style="list-style-type: none"> - Photo is true likeness. - DOB consistent with any other information the landlord has. - Document appears genuine and not obviously tampered with. - Document has an expiry date. - Documents to support change of name if relevant (supporting documents must be copied too). - Endorsed to show “exempt from immigration control”, has “right of abode” or “no time limit” on stay in UK. <p>If the Tenant has a Share Code, this should be taken to undertake an online Right to Rent check and a copy of the results page should be retained.</p>		
<p>A certificate of registration or naturalisation as a British citizen.</p>	B	<ul style="list-style-type: none"> - DOB consistent with any other information the landlord has. - Document states country of birth. - Document appears genuine and not obviously tampered with - Document is dated. 		

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	- Documents to support change of name if relevant (supporting documents must be copied too).		
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LIST A (GROUP 2) - Acceptable document copies
If a prospective tenant can produce any TWO

with an unlimited right to rent.
If a prospective tenant can produce any TWO copies from List A Group 2, then a continuous statutory excuse will be established.

List A (Group 2): Acceptable documents	Copied	Matters to check	Date of check	Copy taken
A birth certificate, long or short, issued in the UK. This includes a full birth certificate issued by a UK diplomatic mission (British Embassy or British High Commission) and consular birth certificates.		<ul style="list-style-type: none"> - Provided at same time as another document from List A Group 2. - DOB consistent with any other information the landlord has, - Document appears genuine and not obviously tampered with and - Documents to support change of name if relevant (supporting documents must be copied too). 		
An adoption certificate issued in the UK.		<ul style="list-style-type: none"> - Provided at same time as another document from List A Group 2 - DOB consistent with any other information the landlord has. - Document appears genuine and not obviously tampered with. - Documents to support change of name if relevant (supporting documents must be copied too). 		
A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.		<ul style="list-style-type: none"> - Provided at same time as another document from List A Group 2. - DOB consistent with any other information the landlord has. - Document appears genuine and not obviously tampered with. - Documents to support change of name if relevant (supporting documents must be copied too). 		

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<p>An adoption certificate issued in the Channel Islands, Isle of Man or Ireland.</p>	<ul style="list-style-type: none"> - Provided at same time as another document from List A Group 2. - DOB consistent with any other information the landlord has. - Document appears genuine and not obviously tampered with. - Documents to support change of name if relevant (supporting documents must be copied too). 		
<p>A letter which:</p> <p>(a) is issued by a government department or local authority no longer than three months before the date on which it is presented;</p> <p>(b) is signed by a named official stating their name and professional address;</p> <p>(c) confirms the holder's name; and</p> <p>(d) confirms that the holder has accessed services from the relevant department or authority or is otherwise known to the relevant department or authority.</p>	<ul style="list-style-type: none"> - Provided at same time as another document from List A Group 2. - Dated within 3 months of date of check. - Signed by named official. Signature on the letter can be handwritten or printed. - Document appears genuine and not obviously tampered with. - Documents to support change of name if relevant (supporting documents must be copied too). 		
<p>A letter which:</p> <p>(a) is issued no longer than three months before the date on which it is presented;</p> <p>(b) is signed by a British passport holder who is or has been a professional person or who is otherwise of good standing in their community (See Annex A for list of accepted professional persons);</p> <p>(c) confirms the holder's name;</p> <p>(d) states how long the signatory has known the holder, such period being of at least three months' duration and in what capacity; and</p> <p>(e) states the signatory's name, address, profession and of work and passport number.</p>	<ul style="list-style-type: none"> - Provided at same time as another document from List A Group 2. - Signed and dated within 3 months of date of check. Signature on the letter can be handwritten or printed. - Confirms name and address of writer, passport number, profession and place of work and how long they have known the tenant and in what capacity (and it must be longer than three months). - Document appears genuine not obviously tampered with. 		
<p>A letter issued by a person who employs the holder no longer than three months before the date on which it is presented, which indicates the holder's name and</p>	<ul style="list-style-type: none"> - Provided at same time as another document from List A Group 2. 		

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confirming their status as an employee and employ reference number or National Insurance number and the employer's name and business address.

A letter issued by a police force in the UK no longer **three months** before the date on which it is presented confirming that the holder has been the victim of a crime in which a document listed in List A (Group 1) belonging to the holder has been stolen and stating the crime reference number.

An identity card or document issued by one of Her Majesty's forces or the Secretary of State confirming the holder is or has been a serving member in any Majesty's forces.

A letter issued by His Majesty's Prison Service, the Prison Service or the Northern Ireland Prison Service confirming that the holder has been released from the custody of that service no longer than **six months** before the date on which that letter is presented and confirming their name and date of birth.

	<ul style="list-style-type: none"> - Dated within 3 months of date of check. - Signed by named employer and includes business address. Signature on the letter can be handwritten or printed. - Document appears genuine and not obviously tampered with. - Letter includes employee's number or national insurance number. 		
	<ul style="list-style-type: none"> - Provided at same time as another document from List A Group 2. - Dated within 3 months of date of check. - Signed by named official. - Contains force's logo. - Document appears genuine and not obviously tampered with. 		
	<ul style="list-style-type: none"> - Provided at same time as another document from List A Group 2. - Any photo is true likeness. - Any DOB consistent with any other information the landlord has. - Document appears genuine and not obviously tampered with. - Documents to support change of name if relevant (supporting documents must be copied too). 		
	<ul style="list-style-type: none"> - Provided at same time as another document from List A Group 2. - Dated within 6 months of date of check. - Document appears genuine and not obviously tampered with. - Documents to support change of name if relevant (supporting documents must be copied too). 		

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A letter issued no longer than **three months** before the date on which it is presented by an officer of the National Offender Management Service in England and Wales, an officer of a local authority in Scotland who is a responsible officer for the purposes of *the Criminal Procedure (Scotland) Act 1995* or an officer of the Probation Board for Northern Ireland, confirming the holder's name and birth and confirming that the holder is the subject of an order requiring supervision by that officer.

A current licence to drive a motor vehicle granted under *Part 3 of the Road Traffic Act 1988* (to include the photocard licence in respect of licences issued on or after 1st July 1998) or *Part 2 of the Road Traffic (Northern Ireland) Order 1981* (to include the photocard licence).

A certificate issued no longer than **three months** before the date on which it is presented, by the Disclosure and Barring Service under *Part V of the Police Act 1997*, the Scottish Ministers under *Part 2 of the Protection of Vulnerable Groups (Scotland) Act 2007* or the Secretary of State under *Part V of the Police Act 1997*, in relation to the holder.

A document, or a screen shot of an electronic document, issued no longer than **three months** before the date on which it is presented, by His Majesty's Revenue and Customs, the Department of Work and Pensions, the Northern Ireland Department for Social Development or a local authority, confirming that the holder is in receipt of a benefit listed in *section 115(1) or (2) of the Immigration and Asylum Act 1999*.

- Provided at same time as another document from List A Group 2.
- Dated within 3 months of date of check.
- DOB consistent with any other information the landlord has.
- Document appears genuine and not obviously tampered with.
- Documents to support change of name if relevant (supporting documents must be copied too).

- Provided at same time as another document from List A Group 2.
- Photo is true likeness.
- DOB consistent with any other information the landlord has.
- Document appears genuine and not obviously tampered with.
- Documents to support change of name if relevant (supporting documents must be copied too).

- Provided at same time as another document from List A Group 2.
- Dated within 3 months of date of check.
- Document appears genuine and not obviously tampered with.
- Documents to support change of name if relevant (supporting documents must be copied too).

- Provided at same time as another document from List A Group 2.
- Dated within 3 months of date of check.
- Document appears genuine and not obviously tampered with.

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<p>A letter which:</p> <p>(a) is issued no longer than three months before the date on which it is presented;</p> <p>(b) is issued by a public authority, voluntary organisation or charity in the course of a scheme operated to assist individuals to secure accommodation in the private rented sector in order to prevent or resolve homelessness;</p> <p>(c) confirms the holder's name; and</p> <p>(d) states the address of a prospective tenancy which the authority, organisation or charity is assisting the holder to obtain.</p>	Each page.
<p>A letter which:</p> <p>(a) is issued by a further or higher education institution in the United Kingdom;</p> <p>(b) confirms that the holder has been accepted on a current course of studies at that institution; and</p> <p>(c) states the name of the institution and the name and duration of the course.</p>	Each page.

<p>ments to support change of name ant (supporting documents must ied too).</p>		
<p>ed at same time as another ent from List A Group 2. confirms holder's name and the ss of prospective tenancy. within 3 months of date of</p> <p>d by a representative of a public ity, voluntary organisation or . Signature on the letter can be ritten or printed. ment not obviously tampered</p>		
<p>ed at same time as another ent from List A Group 2. within 3 months of date of</p> <p>es name and duration of course ame of institution. ment not obviously tampered</p>		

LIST B Documents – Documents which show that a prospective tenant can produce ONE document when a time-limit statutory excuse will be established.

A follow up check will be required within the eligibility period of the tenants permission to be in the UK or the right to enter or remain in the UK for such period.

within 2 months, beginning with the date on which the checks were last made, or until the expiry of the validity period of the immigration document which grants to the holder the right to enter or remain in the UK for such period.

List B: Time-limited documents	Matters to check	Date of check	Copy taken	Date for repeat check
<p>A current passport or travel document endorsed to show that the holder is allowed to stay in the UK for a 'time-limited period'.</p>	<ul style="list-style-type: none"> - Check endorsements and check these have not obviously been tampered with. - Check date the visa is valid to, not the expiry date of their current visit. - Photo is true likeness. - DOB consistent with any other information the landlord has. - Passport appears genuine and not obviously tampered with, has an expiry date and is current. - Documents to support change of name if relevant (supporting documents must be copied too). - Clearly explains holder has leave to be in UK for limited time and shows date leave expires. - Travel document is a passport-type document issued by a government in lieu of a passport from their home nation. <p>If the Tenant has a Share Code, this should be taken to undertake an online Right to Rent check and a copy of the results page should be retained.</p>			
<p>A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man (Crown</p>	<ul style="list-style-type: none"> - Document appears genuine and not obviously tampered with. 			

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Dependencies), which has been verified as valid by the Landlord Checking Service, showing that the holder has been granted limited leave to enter or remain under *Appendix EU (J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.*

A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, or the Isle of Man, showing that the holder has made an application for limited leave to enter or remain under *Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules*, together with a Positive Right to Rent Notice issued by the Landlord Checking Service.

A current immigration status document issued by the Home Office to the holder, with a valid endorsement indicating that the holder has been granted limited leave to enter, or remain in, the UK.

- Clearly explains the holder has an outstanding application to the EU Settlement Scheme.
- Jersey also has an immigration status checker service for individuals to obtain confirmation of their status at any point. The results go to the individual's email address, the results of which can be presented to the landlord and a copy must be retained.

You must also carry out a check with the Landlord Checking Service. A copy of a Positive Right to Rent Notice issued by the Landlord Checking Service must also be retained.

- Document appears genuine and not obviously tampered with.
- Clearly explains the holder has an outstanding application to the EU Settlement Scheme.
- If the individual provides results from Jersey's online tracker (which provides its response via email), a copy of this must be retained.

You should carry out a check with the Landlord Checking Service and a copy of a Positive Right to Rent Notice issued by the Landlord Checking Service must also be retained.

- Any photo is true likeness.
- DOB consistent with any other information the landlord has.
- Document includes Home Office logo.

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		<p>document appears genuine and not obviously tampered with. The document clearly explains holder has limited leave and date leave expires.</p> <p>If the tenant has a Share Code, this should be taken to undertake an online check and a copy of the document should be retained.</p>			
<p>A document issued by the Home Office, confirming an application for leave to enter or remain, under Appendix EU to the immigration rules (known as the EU Settlement Scheme or EUSS), made on or before 30 June 2021 together with a Positive Right to Rent notice issued by the Home Office Landlord Checking Service.</p>		<p>prospective tenants with an outstanding valid application made to the EUSS have been issued a digital CoA. In this instance, you should check with the individual and ask them to provide you with a share code. This allows you to check their right to rent via the online service and do not need to contact the LCS. The online service provides confirmation of their right to rent when a follow up check is required.</p> <p>If the prospective tenant provides you with a digital CoA as evidence of an application made to the EUSS, you should check with the individual and ask them to provide you with a share code to verify their right to rent as per the 'Digital Certificate of Application' section above.</p>			
<p>A Certificate of Application (CoA) (non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under <i>Appendix EU to the immigration rules</i> (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Right to Rent Notice from the Home Office Landlord Checking Service.</p>	<p>Each page.</p>	<p>The CoA can be accessed via the online service using the prospective tenant's share code. A copy of the profile page must be retained together with a copy of the CoA when using the online service.</p> <p>The tenant must retain a copy of the non-digital CoA together with a Positive Right to Rent Notice from the Landlord Checking Service.</p>			

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A passport of a national of an EEA country, Australia, Canada, Japan, New Zealand, Singapore, South Korea or the USA who is a visitor to the UK, together with evidence of travel to the UK that provides documentary evidence of the date of arrival in the UK in the preceding six months.

- Photo is a true likeness
- DOB consistent with any other information the landlord has,
- Passport appears genuine and not obviously tampered with,
- Any documents to support change of name if relevant (supporting documents must be copied too) clearly explains the holder has leave to be in the UK for a limited time and shows the date the leave expires,
- Acceptable evidence of entry will be required, this can include an original or electronic copy of a boarding pass/booking confirmation/e-ticket establishing a date of arrival in the UK in the last 6 months. Follow up checks will be required.

If the Tenant has a Share Code, this should be taken to undertake an online Right to Rent check and a copy of the results page should be retained.

If the Tenant cannot provide any of the above, they will be required to provide a positive right to rent notice from the Landlord Checking Service

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Manual Right to Rent Check

I confirm the right to rent checks have been completed

Agent Name:	<<insert name>>
Signature:	<<insert signature>>
Date:	
Date of repeat check:	

Right to Rent Check Using an Identity Service

Identity Document Validation Technology (IDVT)

I confirm the right to rent checks have been completed

Agent Name:	<<insert name>>
Signature:	<<insert signature>>
Date:	
Date of repeat check:	

Right to Rent Online Check Via The Home Office

I confirm the right to rent checks have been completed

Agent Name:	<<insert name>>
Signature:	<<insert signature>>
Date:	
Date of repeat check:	

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Annex 1 - Schedule 2 - Eligible professional persons

- accountant
- airline pilot
- articulated clerk of a limited company
- assurance agent of recognised company
- bank/building society official
- barrister
- chairman/director of limited company
- chiropodist
- civil servant (permanent)
- commissioner of oaths
- councilor, e.g. local or county
- dentist
- director/manager/personnel officer of a VAT-registered company
- engineer - with professional qualifications
- financial services intermediary, for example a stockbroker
- fire service official
- funeral director
- general practitioner
- insurance agent (full time) of a recognised company
- journalist
- justice of the Peace
- legal secretary - fellow or associate member of the Law Society and PAs
- licensee of public house
- local government officer
- manager/personnel officer of a limited company
- member, associate or fellow of a professional body
- member of Parliament
- merchant Navy officer
- minister of a recognised religion
- nurse - RGN or RMN
- officer of the armed services
- optician
- paralegal - certified paralegal, qualified paralegal or member of the Institute of Paralegals
- person with honours, for example an OBE or MBE
- pharmacist

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- photographer - professional
- police officer
- post Office official
- president/secretary of a recognised organisation
- Salvation Army officer
- social worker
- solicitor
- surveyor
- teacher, lecturer
- trade union officer
- travel agent - qualified
- valuer or auctioneers – fellow and associate mem
- warrant officers and chief petty office

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