



# IDENTITY CARDS FOR FOREIGN NATIONALS USEFUL INFORMATION



# CONTENTS

1. Sample Insert for Websites and Internal Publications
2. Introducing Identity Cards for Foreign Nationals - from Vignettes to Identity Cards
3. Identity Cards for Foreign Nationals – Employers and Sponsors
4. Guide to carrying out basic visual and physical checks to ensure a card presented to you is genuine
5. Identity Cards for Foreign Nationals Card Verification Service
6. Remarks for cards issued from 25 November 2008

# IDENTITY CARDS FOR FOREIGN NATIONALS – 25<sup>TH</sup> NOVEMBER

SAMPLE INSERT FOR WEBSITES AND INTERNAL PUBLICATIONS

From 25 November, UKBA will start issuing identity cards to non-EEA foreign nationals, and their dependants, who are granted further leave to remain in the UK within certain categories (student and marriage / civil partnerships / unmarried couples).

All those applying for further leave to remain under the categories above will be required to enrol their biometric details at one of our seven offices. Successful applicants will then be sent the card by secure delivery.



As well as showing the holder's photo, name, date of birth, nationality and immigration status, the credit-card sized document has a secure electronic chip for biometric details. Using fingerprint technology and digital facial images we can lock an individual to a single identity, helping to strengthen border control, prevent identity fraud and illegal working or immigration.

The card will help to confirm a person's immigration status and eligibility to entitlements in the UK. It will also help employers, educational establishments and other public service providers to understand a migrant's immigration status via a single document.

For further information about the Identity Cards for Foreign Nationals and guidance on checking the card please find below some useful links:-

<http://www.ukba.homeoffice.gov.uk/managingborders/idcardsforforeignnationals/>

<http://www.ukba.homeoffice.gov.uk/employers/employerssupport/employershelpline/>

<http://www.ukba.homeoffice.gov.uk/contact/contactspage/contactcentres/>

<http://www.ukba.homeoffice.gov.uk/employers/employerssupport/ecs/ecsstep2/>

You can also check whether a card presented to you is valid by calling the UK Border Agency card verification line on 0300 123 4699.







## EMPLOYERS AND SPONSORS PROCESS

### How does this change what I do now?

- **The introduction of identity cards does not mean you must change the checks you currently make on foreign nationals' right to be in the United Kingdom**
- Look at the information on the UKBA website available at [www.ukba.homeoffice.gov.uk/employers/employersupport/](http://www.ukba.homeoffice.gov.uk/employers/employersupport/)
- The website provides information about the UK Border Agency Employer Checking Service. We advise that employers read the available online guidance before using this service.
- The employer checking service is a developing service that offers employers the opportunity to check the status of individuals to work in the United Kingdom.
- Employers can use the service by completing the checking form and sending it to us by fax. A simple step-by-step guide will help employers through the process of checking the work status of individuals who are applying for work. The steps are:
  - Step 1: The employer checks the documents presented by the new job applicant
  - Step 2: The employer requires further verification of the individual's work status
  - Step 3: The employer checking service undertakes a check
  - Step 4: The employer is informed of the check result
  - Step 5: If recruited, the employer manages the individual's period of employment

Employers must carry out reasonable steps including the following when checking any documents presented by potential employees:

-  check any photographs, where available, to ensure that you are satisfied they are consistent with the appearance of your potential employee;
-  check the dates of birth listed so that you are satisfied these are consistent with the appearance of your potential employee;
-  check that appropriate expiry dates have not been passed;
-  check any United Kingdom Government endorsements (stamps, vignettes, card remarks etc.) to see if your potential employee is able to do the work you are offering;

### Checking the identity card

- Employers and Sponsors are expected to look at the card carefully. It will show the person's entitlement to work, study or access public funds.
- Guidance available on the UKBA website at [www.ukba.homeoffice.gov.uk/employers/preventingillegalworking/checkingidcards/](http://www.ukba.homeoffice.gov.uk/employers/preventingillegalworking/checkingidcards/) shows how you can check a card to ensure it is valid. This will help you to become familiar with its design and recognise the card when you are shown one. It also gives information on the card's security features, to help you make your checks.
- Although you are not legally required to check documents, we recommend that you do so for everyone you wish to employ. It will enable you to establish an excuse against payment of a civil penalty for employing an illegal worker.



# IDENTITY CARDS FOR FOREIGN NATIONALS

GUIDE TO CARRYING OUT BASIC VISUAL AND PHYSICAL CHECKS TO ENSURE A CARD PRESENTED TO YOU IS GENUINE

1. Have the **General Guidance - Level 1** to hand and refer to it as necessary (available at:  
[www.ukba.homeoffice.gov.uk/employers/preventingillegalworking/checkingidcards/](http://www.ukba.homeoffice.gov.uk/employers/preventingillegalworking/checkingidcards/))
2. Look at the card carefully
  - Is it clean and in good condition? Does it look tampered with?
3. Check the **Card Number**:
  - This is on the front of the card in the top right hand corner.
  - It should contain two letters followed by 7 numbers. The card number should not be raised
4. Check the **Cardholder's Image**
  - The holder's image will always be in grey-scale
  - Check that it matches the person presenting it to you
5. Check the '**Tactile Feature**' (on the back)
  - The back has a raised design incorporating the four national flowers of the UK
  - The design can be seen by shining a light across the card
  - You can also feel the raised design by running your finger over it
6. **Feel the card**
  - It should feel thicker than a driving licence
  - The card will have a distinctive sound when flicked
  - The card should not be bent or folded
7. You will need to check that the biographical details (name, date of birth etc.) match the details of the person presenting it to you.
8. If having done these checks you still have concerns, you can check whether a card presented to you is valid by calling the UK Border Agency card verification line on 0300 123 4699.

# IDENTITY CARDS FOR FOREIGN NATIONALS

## CARD VERIFICATION SERVICE



If you are presented with an identity card for foreign nationals and wish to check its validity you can call the UK Border Agency card verification service. They will be able to tell you if the card has been issued and if it is still valid. This step-by-step guide shows you what to expect when you call the card verification service to request a check on a card.

1. Call the Card Verification Service on 0300 123 4699
2. Give your Organisation Name, Address and Contact Details
3. You will be asked to give your Name
4. You will be asked to state the card number you wish to verify
5. The card number can be found at the top right hand corner on the front of the RESIDENCE PERMIT card.
6. The card number contains 2 letters followed by 7 numbers
7. You will be asked to read the details from the front and back of the card
8. You will be advised if the card is valid or if not what you should do next





**REMARKS FOR IDENTITY CARDS FOR FOREIGN NATIONALS  
ISSUED FROM 25 NOVEMBER 2008**

<ul style="list-style-type: none"> <li>• 'Permit Type' for <b>Students:</b> <b>STUDENT LEAVE TO REMAIN</b></li> <li>• Remarks for Students: <ul style="list-style-type: none"> <li>○ Front of Card <b>RESTRICTED WORK P/T TERM-TIME F/T VACATIONS</b></li> <li>○ Rear of Card <b>NO PUBLIC FUNDS REGISTER/REPORT TO POLICE<sup>1</sup></b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 'Permit Type' for <b>Student Dependant (granted more than 12 months) aged 16 or over:</b> <b>STUDENT DEPENDANT LEAVE TO REMAIN</b></li> <li>• Remarks: <ul style="list-style-type: none"> <li>○ Front of Card <b>WORK PERMITTED</b></li> <li>○ Rear of Card <b>NO PUBLIC FUNDS REGISTER/REPORT TO POLICE</b></li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• 'Permit Type' for <b>Student Dependant (granted less than 12 months) aged 16 or over:</b> <b>STUDENT DEPENDANT LEAVE TO REMAIN</b></li> <li>• Remarks: <ul style="list-style-type: none"> <li>○ Front of Card <b>NO WORK</b></li> <li>○ Rear of Card <b>NO PUBLIC FUNDS REGISTER/REPORT TO POLICE</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 'Permit Type' for <b>Student Dependant aged under 16:</b> <b>STUDENT DEPENDANT LEAVE TO REMAIN</b></li> <li>• Remarks: <ul style="list-style-type: none"> <li>○ Front of Card <b>NO WORK</b></li> <li>○ Rear of Card <b>NO PUBLIC FUNDS REGISTER/REPORT TO POLICE</b></li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• 'Permit Type' for <b>Sabbatical Officers:</b> <b>SABBATICAL OFFICER LEAVE TO REMAIN</b></li> <li>• Remarks: <ul style="list-style-type: none"> <li>○ Front of Card <b>RESTRICTED WORK</b></li> <li>○ Rear of Card <b>NO PUBLIC FUNDS REGISTER/REPORT TO POLICE</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 'Permit Type' for <b>Marriage/Partner SPOUSE/PARTNER LEAVE TO REMAIN</b></li> <li>• Remarks for Spouse/Partner: <ul style="list-style-type: none"> <li>○ Front of Card <b>WORK PERMITTED</b></li> <li>○ Rear of Card <b>NO PUBLIC FUNDS REGISTER/REPORT TO POLICE</b></li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• 'Permit Type' for <b>Marriage/Partner Dependant Child under 18 DEPENDANT LEAVE TO REMAIN</b></li> <li>• Remarks for Spouse/Partner: <ul style="list-style-type: none"> <li>○ Front of Card <b>WORK PERMITTED</b></li> <li>○ Rear of Card <b>NO PUBLIC FUNDS REGISTER/REPORT TO POLICE</b></li> </ul> </li> </ul>

These card remarks have been approved for 25 November 2008.

Remarks are subject to ongoing review and amendment due to legislative and policy changes. UKBA will advise our OGD partners and key stakeholders of any changes to the card remarks as a matter of priority.

<sup>1</sup> Register/Report to Police – applies to specified Foreign Nationals aged 16 and over only