

Employer Checking Service – step by step guide

What is it? The Employer Checking Service (ECS) is used to request verification from the Home Office that an individual has the right to work in the UK when they have an outstanding application or appeal and cannot present valid right to work documents before they start work as a casual or employee. The ECS is found at:

www.gov.uk/employee-immigration-employment-status

When is it used?

- **New potential casual, worker, or employee with outstanding application or appeal**
ECS must be used to verify right to work before work commences
- **New potential casual, worker, or employee with UK visa or Indefinite Leave to Remain (ILR) vignette (paper visa) in previous passport**
ECS must be used to verify right to work, once they have applied for their UK visa/ ILR to be reissued* as a Biometric Residence Permit (BRP) (plastic visa), before work commences
- **Existing casual, worker, or employee whose visa has expired with a Home Office letter acknowledging an outstanding application (extension, different visa, or ILR) or appeal**
ECS must be used by day 21 after the visa expiry, at the latest, to verify right to work before the 28 days after expiry deadline, as the ECS takes 5 working days to respond

*A 'Transfer of Conditions' ([TOC](#)) application is used to request that a UK visa is reissued as a BRP, while a 'No Time Limit' ([NTL](#)) application is used to have ILR reissued as a BRP. Please note that there are fees for these applications. For more information see Home Office guidance at: www.gov.uk/transfer-visa

How is it used?

Step 1: Request that applicant presents, and copy, original Home Office letter acknowledging an application or appeal, which should have been issued 2-3 weeks after submission. **Contact the [Staff Immigration Team for advice if you have any queries on acceptable documents showing an application or appeal has been submitted.](#)**

Step 2: Explain to the applicant that you will use the ECS to verify their right to work, as the individual's permission is required.

Step 3: Make sure you have the following employee's/ potential employee's information:

- full name
- date of birth
- nationality
- job title
- hours worked (or planned to be worked) per week
- home address
- Home Office reference number or case ID
(taken from their Home Office letter)

You will also need to provide:

- name of your department/ college
- your contact information
 - full name
 - job title
 - business address
 - phone number

How is it used? (contd.)

Step 4: Go to the ECS at: www.gov.uk/employee-immigration-employment-status , click

Start now >

and confirm that they do not hold a UK or Irish passport or other document from the Home Office or a digital immigration status, whether they already work for you, the type of application they have submitted (*see below*), and enter their reference number or Case

Does this person have any one of the following?

<input type="radio"/> an ongoing application or appeal for leave to remain in the UK	←	UK visa applications & appeals
<input type="radio"/> an application for no time limit to be added to a new passport by someone who already has indefinite leave to enter or remain in the UK	←	NTL application to transfer ILR to a BRP
<input type="radio"/> an application for transferring a current visa into a new passport / Biometric Residence Permit (BRP)	←	TOC application to transfer UK visa to BRP
<input type="radio"/> an application for a replacement BRP	←	Replacing lost or stolen BRP
<input type="radio"/> a Certificate of Application (COA) issued to a family member of an EEA national <u>stating that the holder is allowed to work</u> . The COA must be less than 6 months old.	←	If COA or ARC does not state the holder is allowed to work an ECS check cannot be requested
<input type="radio"/> an Application Registration Card (ARC) for an asylum seeker <u>stating that the holder is allowed to work</u>	←	
<input type="radio"/> or unable to produce valid BRP due to non-delivery or collection		
<input type="radio"/> or unable to use Digital Right to Work service due to technical error		
<input type="radio"/> none of the above		

Step 5: Enter the employee's/ potential employee's and your details as requested, confirm the Data protection declaration and submit the request

Step 6: You should receive a **Positive Verification Notice (PVN)** within 5 working days after you submit the ECS request. **Contact the [Staff Immigration Team](#) immediately if you receive a Negative Verification Notice or an unclear response. Please note that a Negative Verification Notice may result in immediate cessation of work.**

Step 7: Retain the copy of the Home Office letter acknowledging the application or appeal along with the PVN (which is valid for six months) as evidence of right to work

Step 8: Keep up to date with the employee and carry out a repeat right to work check as soon as the new visa or BRP is issued. **Contact the [Staff Immigration Team](#) immediately if the application or appeal is refused**

Step 9: If the new visa or BRP has still not been issued and the PVN is nearing expiry **contact the [Staff Immigration Team](#) for advice as you may then need to repeat the ECS process**

If you are unsure or have any queries contact the Staff Immigration Team
<https://staffimmigration.admin.ox.ac.uk/contact-us/>