

Applicant Guide: VettingGateway's Digital Right to Work Checks

Digital Right to Work Checks verify the legitimacy of your identity documents and prove your status to work in the UK. VettingGateway and our service provider will guide you through this process, however, if you are struggling please see some guidance below.

To complete these checks you will need your mobile phone and your original identity document.



Are you completing your checks on a computer?

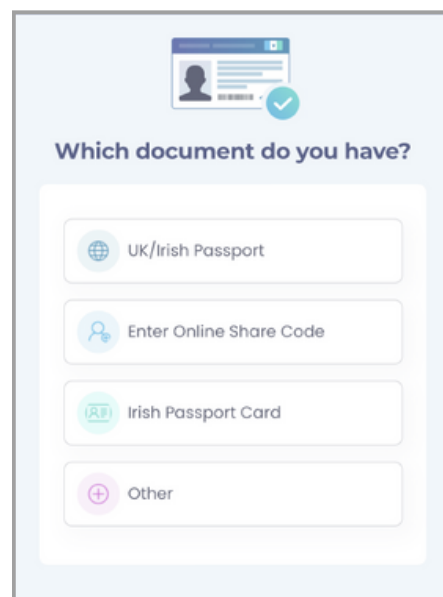
If so, scan the QR code with your mobile device to start your right to work checks.



Already on a mobile device?

Click the button to get started.

- ▶ From this point you will be transferred to our service provider TrustID where you will be asked to consent before starting your checks.
- ▶ Following this, you will be prompted to select the identity document you will be using.



The screenshot shows a mobile app interface with a header icon of a passport and a checkmark. Below the header, the text "Which document do you have?" is displayed. There are four selection buttons: "UK/Irish Passport" (with a globe icon), "Enter Online Share Code" (with a person icon), "Irish Passport Card" (with a passport card icon), and "Other" (with a plus icon).

Don't have any of the listed documents?

Click **other** where you will be able to upload one of the following:

- Non-UK or Non-Irish Passport
- Birth or Adoption Certificate - UK, Channel Island, Isle of Man
- Birth or Adoption Certificate - Ireland
- Certificate of Registration of Naturalisation as a British Citizen
- Immigration Status Document
- Crown Dependency Letter
- Certificate of Application
- Application Registration Card

If you don't have any of the above documents please contact your employer/ agency.

- ▶ Once you have uploaded your identity document and a selfie and your identity check has been confirmed please return back to VettingGateway to submit your profile.

If you have any problems completing your checks please contact your employer/ agency.