

Courier Service

Where a British/Irish passport holder wishes to demonstrate their 'right to work' over video call, the University will need to be in the 'physical presence of the original documentation' (a reminder, that out-of-date passports are permissible for this purpose).

To facilitate this scenario and the safe keeping of incoming/outgoing provision for Passports, please ensure that the University courier service via DHL is utilised in these circumstances. The process for which is as follows:

1. Applicant should:
 - a. book in a collection or search for their nearest DHL Service point for dropping off items at: [DHL Express Courier Services for International Parcel Delivery](#)
 - b. applicant should address their parcel as follows: FAO On-Boarding at University of Lincoln (relevant department), University of Lincoln, Brayford Pool, Lincoln LN6 7TS.
 - c. In the delivery details, ask the applicant to enter the departmental administrators email address, in order that you are aware once the documents have been received by the Postroom.
 - d. Retain receipts to claim back

2. Returning documentation:
 - a. The departmental 'Right to Work' administrator should re-address and return to the University post-room as soon as the call has taken place.
 - b. Advise the Postroom that the documents are required to be returned via the DHL courier service and confirm your/ the applicants email address (agree with the applicant to use for this purpose) in order that you/they receive notifications and updates on delivery.

[Post FAQs – Estates \(lincoln.ac.uk\)](#)