

## **University of Lincoln**

### **Guidance for those demonstrating their 'Right to Work' via IDVT**

#### **Background**

The University of Lincoln utilise Trust ID, a certified government 'Digital Identity Service Provider' (IDSP), to carry out digital identity checks on the University's behalf for UK/Irish passport holders who are otherwise unable to demonstrate their 'Right to Work' remotely.

Alternative options to demonstrate a 'Right to Work' include, attending the University of Lincoln campus with original 'Right to Work' documentation to verify in-person.

#### **Using IDVT**

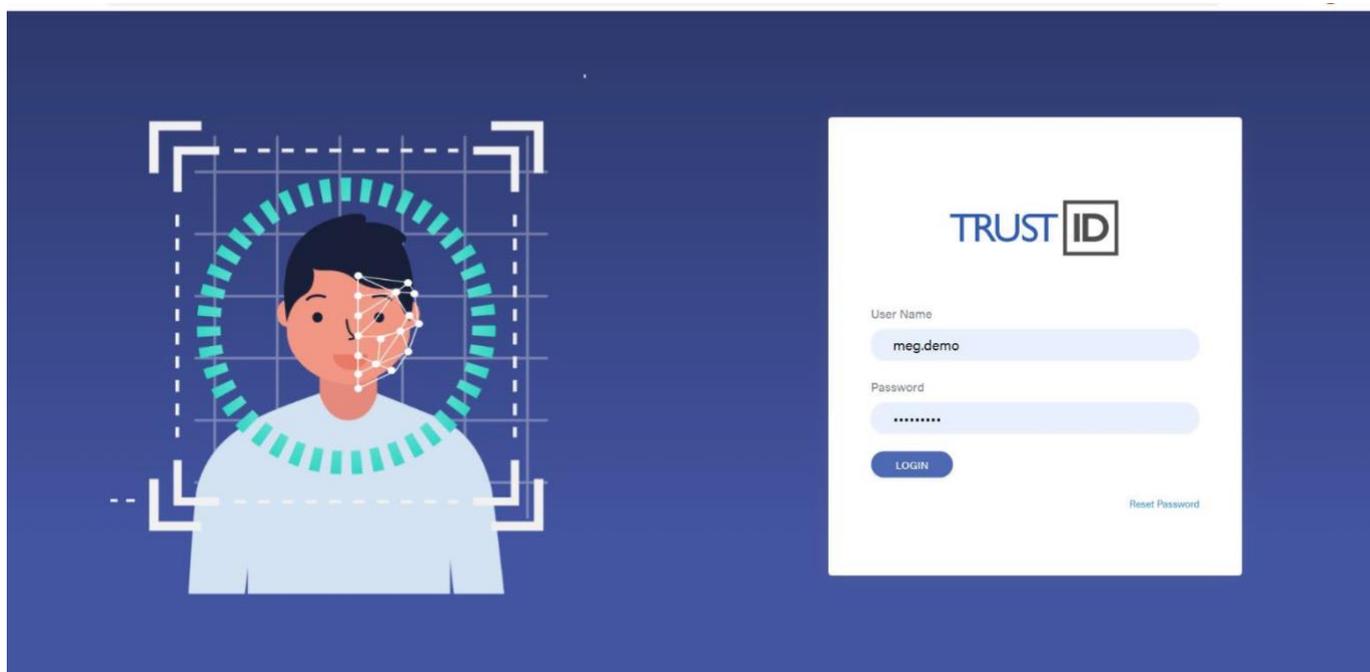
Where an individual opts to use Identification Validation Technology (IDVT) to demonstrate their 'Right to Work' it will involve uploading an in-date UK/Irish passport and providing a 'selfie' to validate the documentation, followed by a verification video call with a University of Lincoln colleague.

It is important to note the following:

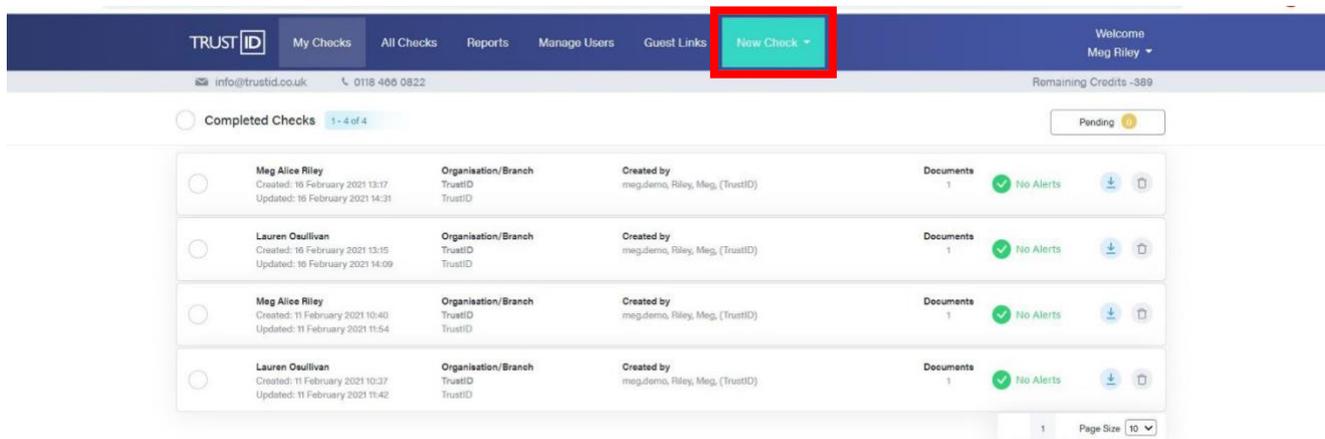
- An individual can only upload their own documentation
- The service can only verify in-date UK/Irish passports or Irish passport cards
- The 'selfie' must be of equivalent quality to a passport style photo
- Once the check has been initiated, correspondence will be sent to an individuals email address from cloud@TrustID.co.uk
- The PPC Department will cover the cost of the check

## Document Upload

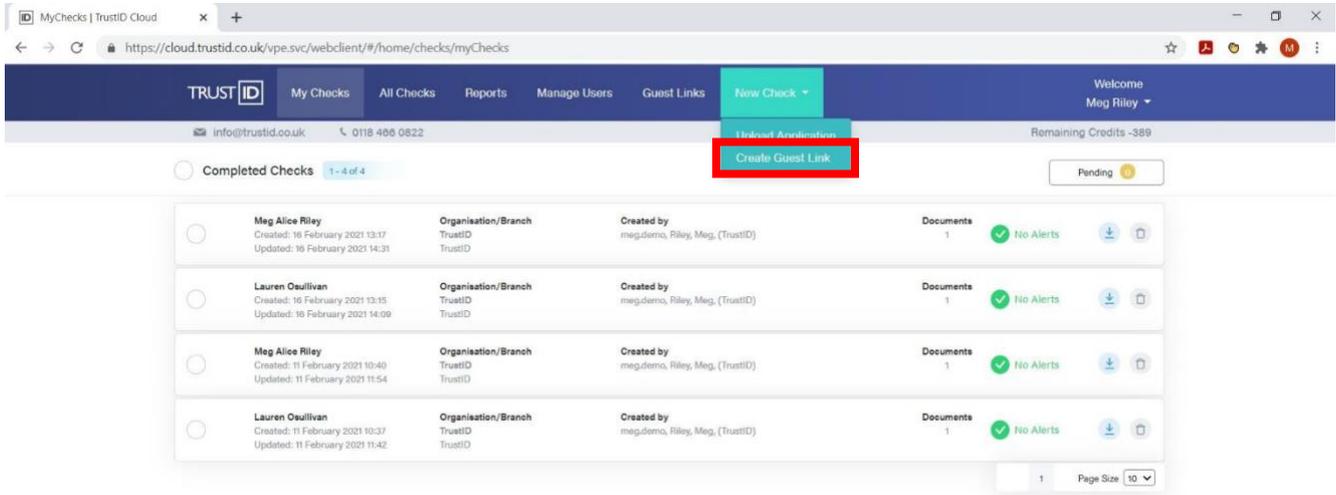
1. You will receive an email from [cloud@trustid.co.uk](mailto:cloud@trustid.co.uk) on behalf of the University of Lincoln
2. Login using the credentials provided at [tw.trustid.co.uk](http://tw.trustid.co.uk)



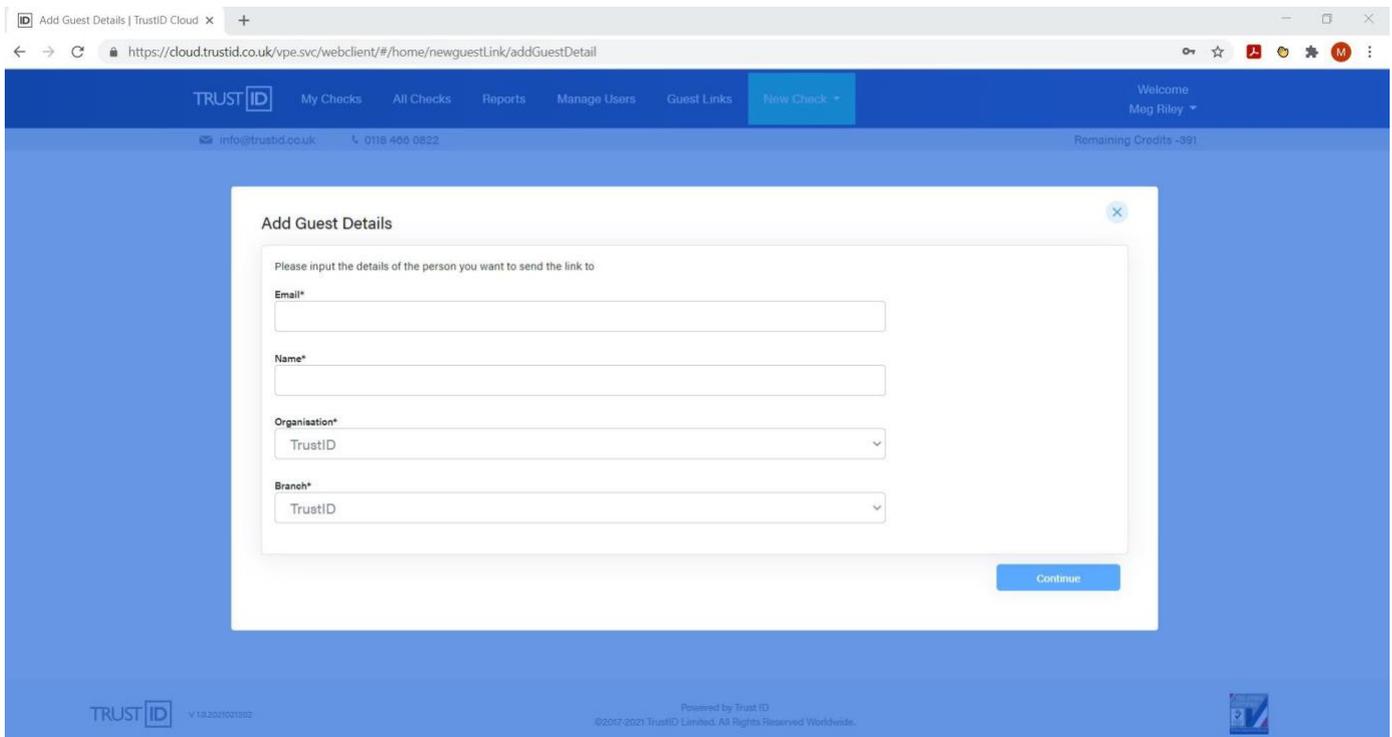
3. To start a new check, select 'New Check'



- Select the 'Create GuestLink option'. This feature will allow you to create a link, which will be sent directly to the candidate/client, to upload their documentation to the service for validation.

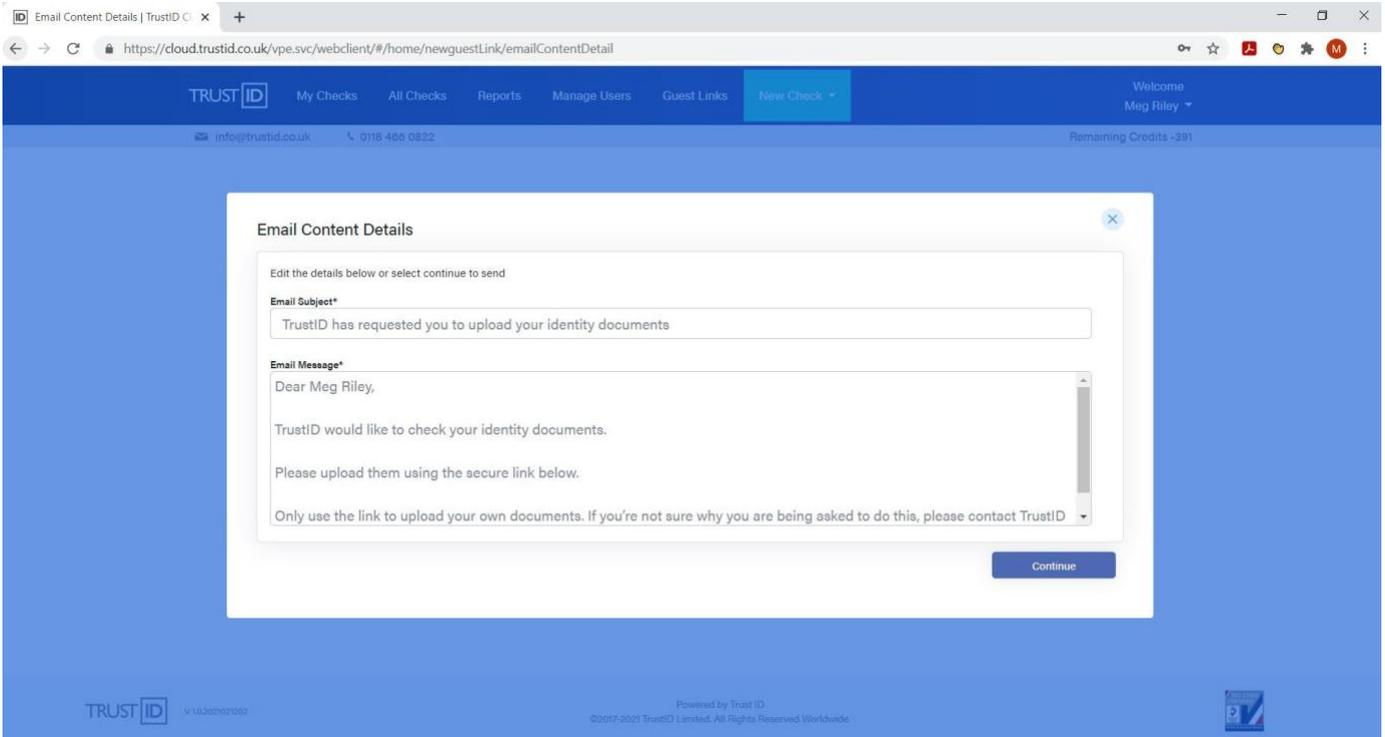


- Enter the candidates name and email address. If you have access to more than once branch/location, you may also need to select the branch you would like to check to be associated with. If you only have access to one branch/location, this will be preselected for you.

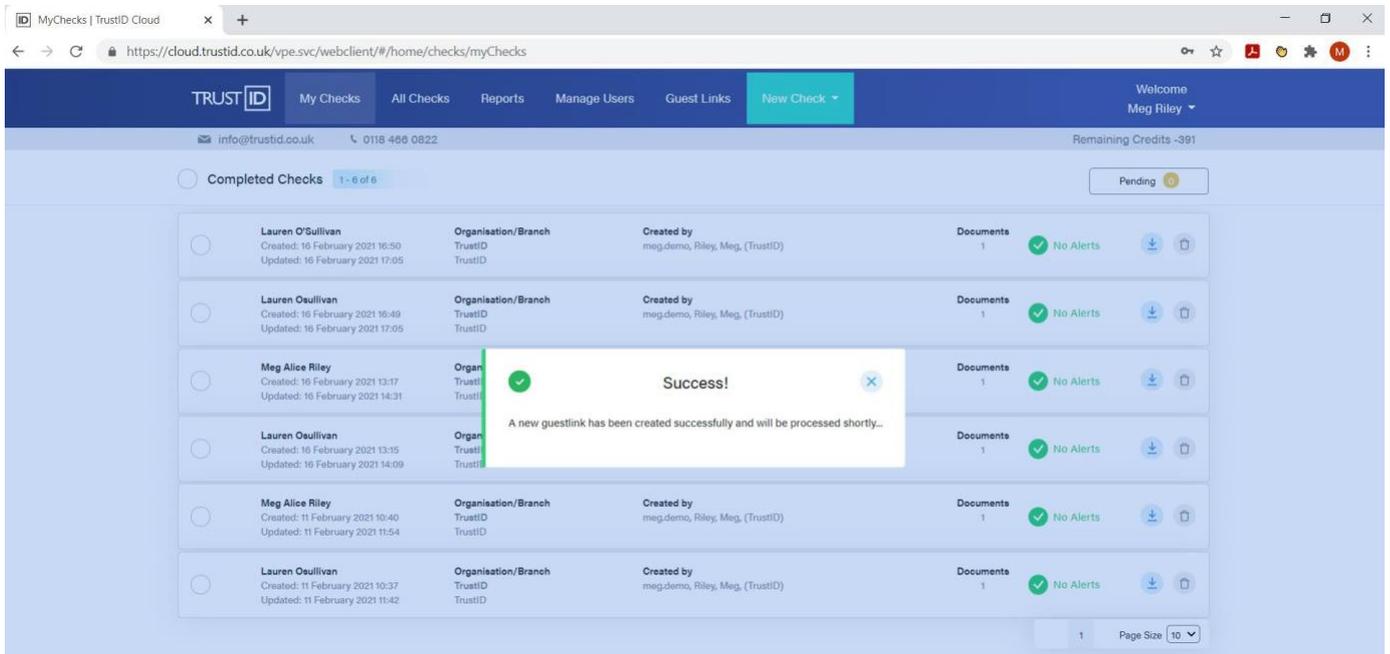


6. The University has already personalised the email however you may edit if you wish.

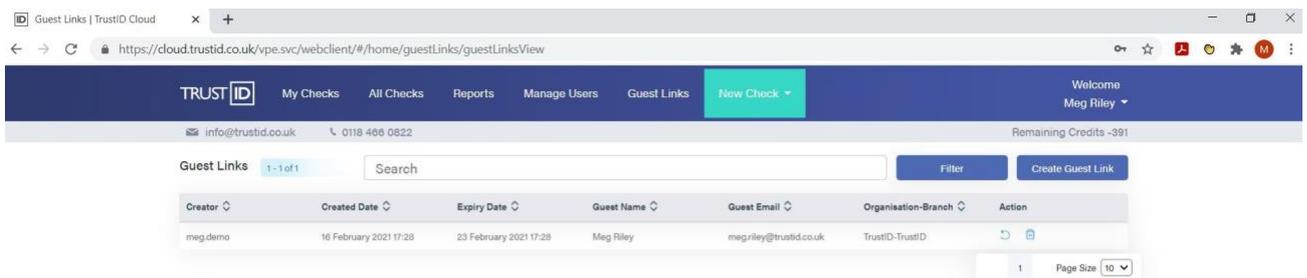
Once complete, select 'Continue'.



- The GuestLink has now been successfully issued to the candidate. The link is valid for 10 days. Once the candidate has used the link, uploaded documentation and the check has been processed, you will receive an email to confirm that the application is complete.



- GuestLinks can be reviewed, refreshed, and deleted in the Guest Links tab. Refreshing a GuestLink will send a prompt to the candidate. Deletion will mean that the GuestLink can no longer be used by the candidate.



- Once the candidate has used the link, uploaded documentation and the check has been processed, you will receive an email from [Cloud@TrustID.co.uk](mailto:Cloud@TrustID.co.uk) to confirm that the application is complete. Results of the check can be viewed by selecting the application in 'My Checks' or 'All checks' for your branch, select the downward arrow to the right of the name and select 'download PDF'. PDF reports are stored on the portal for 10 days, after 10 days they will be deleted and cannot be retrieved.

The screenshot shows the 'My Checks' page in the TrustID Cloud interface. The page has a dark blue header with navigation links: 'My Checks', 'All Checks', 'Reports', 'Manage Users', 'Guest Links', and 'New Check'. A user profile for 'Meg Riley' is visible in the top right. Below the header, there are tabs for 'Completed Checks' (1-4 of 4) and 'Pending' (0). The main content area displays a table of four completed checks:

Check Name	Organisation/Branch	Created by	Documents	Status	Actions
Meg Alice Riley Created: 16 February 2021 13:17 Updated: 16 February 2021 14:31	TrustID TrustID	meg.demo, Riley, Meg, (TrustID)	1	✓ No Alerts	Download PDF, Refresh
Lauren O Sullivan Created: 16 February 2021 13:15 Updated: 16 February 2021 14:09	TrustID TrustID	meg.demo, Riley, Meg, (TrustID)	1	✓ No Alerts	Download PDF, Refresh
Meg Alice Riley Created: 11 February 2021 10:40 Updated: 11 February 2021 11:54	TrustID TrustID	meg.demo, Riley, Meg, (TrustID)	1	✓ No Alerts	Download PDF, Refresh
Lauren O Sullivan Created: 11 February 2021 10:37 Updated: 11 February 2021 11:42	TrustID TrustID	meg.demo, Riley, Meg, (TrustID)	1	✓ No Alerts	Download PDF, Refresh

At the bottom of the table, there is a page indicator '1' and a 'Page Size' dropdown menu set to '10'.

The footer of the page includes the TrustID logo, version 'V 1.0.2021021302', 'Powered by Trust ID', copyright '©2017-2021 TrustID Limited. All Rights Reserved Worldwide.', and a small logo for 'The Skills Partnership'.



### Right to Work Report

**Applicant Name** Lauren OSULLIVAN  
**Applicant ID Reference** 123456  
**Submitted by** Maj Riley, 01/04/2021, 10:47:29  
 TrustID (Reading)  
**Documents Checked (see attached)** Passport

**Status Notes**  
 Adjusted check undertaken on the date above in this Report due to Covid-19.  
 Please note: You will need to conduct a retrospective check once the measures have ended. For more information go to: <https://www.gov.uk/guidance/coronavirus-covid-19-right-to-work-checks>

**Right to Work Status** Compliant  
 On the basis of the documents supplied and the Right to Work checks listed opposite.

#### Right to Work Checklist

Employer Checks	TrustID Checks		
Seen originals of all documents?	No	Dates of birth consistent across documents?	Not Applicable
Checked photographs?	Yes	Documents in date?	Not Applicable
Dates of birth consistent with the person's appearance?	Yes	Do any work restrictions apply?	Not Applicable
Do all documents appear genuine?	Yes	Names consistent across documents?	Not Applicable
		Is a follow up check required?	No
		Date follow up check required?	

This report is prepared strictly for the benefit of the purchaser of the TrustID system that generated it and is subject to TrustID terms and conditions as supplied.

**CONFIDENTIAL**

## 10. Check The verification is listed as 'Passed'

If there are any 'alerts' then these will be listed in red, where the identity has not been verified, in these instances you will need to send the applicant a new link and advise that the check has not been verified. Typical examples may be that; the passport has not been uploaded in full i.e. missing some of the passport number or the selfie lighting is not sufficient/too much glare. Contact PPC who will support as required.

### 10a. Example – failed verification

Identity verified	No
GPG45 profile	Fail

### 10b. Example – passed verification

Identity verified	Yes
GPG45 profile	M1A

## 11. Likeness Check

Download the report and arrange a video call with the applicant to undertake a 'likeness' check. In the presence of the employee review the 'Digital Identity Right to Work Check' provided by Trust ID and check:

- the photographs are consistent with the appearance of the individual (this means you must see them in person via video call)
- check dates of birth listed are consistent across documents and that you are satisfied that these correspond with the appearance of the individual.
- Please then add a note to the PDF: "The date on which this 'likeness' check was made: [DATE and TIME]" + signature & printed name.
- Submit the completed form to the casual worker process as usual: [Entitlement to work in the UK – People, Performance and Culture \(lincoln.ac.uk\)](https://www.lincoln.ac.uk/entitlement-to-work-in-the-uk-people-performance-and-culture)
- It is important that you confidentially destroy/delete the right to work documentation once it has been saved in the correct location.