

Dual nationality applications

1. Applicants who attend an evidence of identity (EOI) interview and have dual nationality are not treated as straightforward. The interviewing officer will confirm the applicant's identity at the EOI interview and the decision maker at the NINo Centre (NC) will establish whether the applicant has the right to work (RTW) in the UK.

Interviewing officer

2. The prefix to the LMS reference number must never be applied to dual nationality applications.
3. Additional information regarding the applicant's nationalities must be captured during the EOI interview and recorded as detailed below:

Two EU/EEA nationalities or EU/EEA and non EU/EEA nationality

4. If the applicant has two European Union/European Economic Area (EU/EEA) nationalities or an EU/EEA nationality and a non EU/EEA nationality follow the instructions for EU/EEA Right to Work applications but include the following:
 - Ask the applicant for both identity documents to confirm both nationalities. If the applicant has only one EU/EEA document at the EOI interview, this should be enough to confirm identity and for the decision maker to confirm RTW. If they only have their non EU/EEA document consider if this will prove right to work. If it does not, the applicant must provide their EU/EEA document before the application can be sent to the NC
 - Check the details match on both documents, including spelling of names, DOB, place of birth and so on.
 - If the name and date of birth (DOB) on both ID matches exactly then copy the EU/EEA document only. If there are any discrepancies, copy both documents and submit them with the NINo application.
 - Examine both documents and contact Identity Fraud Team (IFT) if:
 - you have any concerns or require advice about either document
 - either document is listed on the Document High Risk List (DHRL)
 - Record both Nationalities at question 12 and full social security numbers if known
 - If applicant has one of the 12 listed nationalities their place of birth and last address in the EU should be recorded. If they are Spanish their parents' names should be recorded also
 - Both nationalities must be recorded in the Documents tab in LMS:

Step	Action
1	In the Documents Examined field, enter today's date
2	Enter the applicant's ID or passport serial number/s in the appropriate field Only record the serial number/s of the documents that are being supplied with the application
3	Record both nationalities by selecting from the nationality drop

	down lists, click Save and OK These fields must always be completed, for both nationalities, even when the applicant has not provided identity documents
4	If the applicant has two identity cards you should use the Passport No. 2 field to record nationality (and serial number if necessary)
5	The notes box should be used for recording: <ul style="list-style-type: none"> • The IFT reference number, if an IFT document check has been completed • Passport/ ID card seen but not copied (including the country of nationality)
6	Click Close and Close again

Two non EU/EEA nationalities

5. If the applicant has two non EU/EEA nationalities follow the instructions for Non EU/EEA Right to Work applications but include the following:
- Ask the applicant for both identity documents to confirm both nationalities. If the applicant has only one identity document at the EOI interview, consider if this document will prove identity and RTW. If it does not, the applicant must provide their other identity document including proof of RTW before the application can be sent to the NC
 - Check the details match on both documents, including spelling of names, date of birth, place of birth and so on.
 - Copy both identity documents including proof of RTW, for example visa, residence permit and so on, and submit with the NINo application
 - Examine both documents and contact IFT if:
 - you have any concerns or require advice about either document
 - either document is listed on the DHRL
 - Record both nationalities at Question 12 and full social security numbers if known
 - Both nationalities must be recorded in the Documents tab in LMS:

Step	Action
1	In the Documents Examined field, enter today's date
2	Enter the applicant's ID or passport serial number/s in the appropriate field Only record the serial number/s of the documents that are being supplied with the application
3	Record both nationalities by selecting from the nationality drop down lists, click Save and OK These fields must always be completed, for both nationalities, even when the applicant has not provided identity documents
4	If the applicant has two identity cards you should use the Passport No. 2 field to record nationality (and serial number if necessary)
5	The notes box should be used for recording: <ul style="list-style-type: none"> • The IFT reference number, if an IFT document check has

	<p>been completed</p> <ul style="list-style-type: none"> • Passport/ ID card seen but not copied (including the country of nationality)
6	Click Close and Close again

NINo decision maker

6. As only one nationality can be recorded in CIS and eNIRS, record the nationality that provides the applicant with RTW in the UK.

Two EU/EEA nationalities

7. If the applicant's last address in an EU country, question 15 on the CA5400, relates to one of their nationalities, record this nationality in CIS and eNIRS.
8. If the information recorded at question 15 does not relate to either of the applicant's nationalities, check if their place of birth relates to one of their nationalities. If it does, record this nationality in CIS and eNIRS.

EU/EEA and non EU/EEA nationality

9. Record their nationality as that of the EU/EEA country.

Two non EU/EEA nationalities

10. If the applicant's RTW is attached to one passport, record this as their nationality in CIS and eNIRS.

The same instruction can be applied when deciding which social security number to record in eNIRS for applicants with dual nationality.