**Guidance notes on registering advisers**

**Eligibility to Work check**

This is an essential check to ensure that advisers are eligible to receive payments.

What documents are suitable?

**A passport** showing that the adviser is a British citizen or has the right of abode in the UK.

Alternatively, **a birth certificate with an official government document that contains the adviser’s name and National Insurance number**.

Further details and options of valid identification are on the Eligibility to Work checklist (July 2021)

What to do:

You need to see and photocopy the original identification document. Return the original document to the adviser immediately. Sign and date the photocopy.

If the public adviser is unable to come and see you, you can arrange to video-call to see the evidence and request a scanned copy to be sent to Ruth Ball ([Ruth.Ball@liverpool.ac.uk](mailto:Ruth.Ball@liverpool.ac.uk) ).

**Registration**

Registration Form (essential)

Complete the grey section, and as much of the form as you can.

Ask the adviser to complete any missing personal information.

Equality and Diversity Form (optional)

Give the Equality and Diversity form to the adviser to complete. Ask the Adviser to post the form or email to us. It’s important that this information is kept separate and confidential so please ensure they are given the opportunity to return the form independently. If the adviser asks you to return this form, put it in a separate envelope and post with the eligibility document and the registration form.

**Return the information**

Send the photocopy of identification and the registration form by recorded delivery or email to:

Ruth Ball

Administrator for Public Advisers

ARC NWC Public Involvement Team

Block B, Waterhouse Building

University of Liverpool

Liverpool L69 3GL

Please inform Ruth at [Ruth.Ball@liverpool.ac.uk](mailto:Ruth.Ball@liverpool.ac.uk) when the information has been posted.

We don’t undertake a DBS check but we do a social media search as part of our safeguarding processes. Once that check has been completed Ruth Ball will confirm that the new adviser has been Registered with ARCNWC.