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and

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Is your business prepared?

Identity checks are now a legal requirement for all non-UK employees.



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How does this affect your business?

New Home Office guidelines state that all UK businesses are required to make identity checks for any non-UK prospective employees.

These checks must be carried out before you employ an individual, to ensure they are legally allowed to work in the UK.

Businesses that fail to effectively check a non-UK employee's documentation could face a penalty.

Canon can help

Our range of compact and cost-effective document scanners makes the process easy.

The DR-C240 Document & Passport Scanner offers the perfect solution

Scan Passports (using a carrier sleeve) and ID cards through the document feeder as well as standard paper documents.

Our Capture software can use the date and time of when each scanned image is created as the file name for that image, keeping an easy record of when the scans were taken as per Home Office guidelines.

This ultra-compact and powerful desktop scanner features a robust design and reliable paper handling for capturing multiple document sizes and formats, including passports. Affordable to run and maintain, no wonder it's won the Print IT Editors Choice Award.

[Click here](#) to view a video on our scanner.

Home Office Guidelines - what you need to do:

1.

Obtain the person's original identity documents for review.

2.

Check them in the presence of the holder.

3.

Copy - Make and retain a clear digital or physical copy and record of the date of the check.

For more information on the Home Office Identity Review Process, please visit: www.gov.uk

Information correct as of May 2016

imageFORMULA Document Scanners

Our high-class document scanners are designed to help you digitalise, store and communicate information efficiently. With the latest technology from Canon we offer you high-quality image capture in a seamless operation. From compact USB-powered scanners ideal for home and small offices to high-performance production scanners for digital mailrooms, backfile conversions or specialised projects.

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For more information about our range of document scanners, please contact +44 (0)1737 220 000

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