



AccessNI applications – identity checking

List of acceptable documents

February 2018

Introduction

This document sets out revised requirements for signatories in registered, responsible and umbrella bodies checking the identity documents of AccessNI applicants. You can read this in conjunction with the document “a guide to identity checking for AccessNI applications” available at this link www.nidirect.gov.uk/identity-checking-signatories.

All applicants must **provide a minimum of 3 documents and the documents must be original** not copies. Applicants can follow one of two routes;

Route 1

An applicant must provide;

- 1 document from Group 1; and
- 2 further documents from Group 1 or Group 2a or Group 2b

At least one of the documents must show the applicant’s current address.

Route 2

This applies only where an applicant does not have Group1 documentation. The applicant must provide;

- 4 documents from Group 2a and 2b

One document must be a birth certificate issued after the time of birth. One document must show the applicant’s current address

Where an individual cannot meet these requirements you should contact AccessNI on 0300 200 7788. You may be required to seek an external validation check from a commercial organisation and/or the applicant may have to attend a police station to have their fingerprints taken.

For all applicants who require an AccessNI check for employment purposes, the countersignatory declaration has been amended. A signatory must now, in addition to checking the applicant’s identity documents confirm the employing organisation has checked the individual has a right to work in the UK.

For overseas applicants please refer to the appropriate sections of the “guide to identity checking for AccessNI applications”.

Group 1: Primary identity documents

Document	Notes
Passport	Any current <u>and</u> valid passport
Biometric Residence permit	UK
Current driving licence photocard (full or provisional)	UK, Isle of Man, Channel Islands, Republic or Ireland or any EEA country
Birth certificate issued at time of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Long form Irish birth certificate issued at time of registration of birth	Republic of Ireland
Adoption certificate	UK, Isle of Man or Channel Islands

Group 2a: Trusted government documents

Document	Notes
Birth certificate issued after time of birth	UK, Isle of Man, Channel Islands or Ireland
Marriage/Civil Partnership Certificate	UK, Isle of Man, Channel Islands or Ireland
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man
Electoral ID card	Northern Ireland only
Current driving licence photocard (full or provisional)	All countries outside the EEA
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Immigration document, visa or work permit	Issued by a country outside the EEA – valid only if the applicant is working in the country that issued the document

All driving licences must be valid: <https://www.gov.uk/driving-nongb-licence>

Group 2b: – Living and Social history documents

Document	Notes	Issue date/validity
Mortgage Statement	UK or EEA	Within last 12 months
Financial statement, for example ISA, pension or endowment	UK	Within last 12 months
P45 or P60 statement	UK or Channel Islands	Within last 12 months
Land and Property Services rates demand	Northern Ireland only	Within last 12 months
Council tax statement	Great Britain and Channel Islands	Within the last 12 months
Credit card statement	UK or EEA	Within last 3 months
Bank or Building society statement	UK or EEA	Within last 3 months
Bank or Building society statement	Countries outside the EEA	Within the last 3 months – branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK or EEA	Within last 3 months
Utility bill (not mobile phone)	UK or EEA	Within last 3 months

Benefit statement, for example Child Benefit, Pension etc.	UK and Channel Islands	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card		Must be valid
60+ or Senior (65+) SmartPass issued by Translink	Northern Ireland	Must be valid
yLink card issued by Translink	Northern Ireland	Must be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or further education college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid
Letter of sponsorship from future employment provider or voluntary organisation	Non UK or non-EEA only for applicants residing outside UK at time of application	Must still be valid