

**AccessNI applications – identity checking**

**List of acceptable documents**

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**November 2019**

**Introduction**

This document sets out revised requirements for signatories in Registered, Responsible and Umbrella Bodies checking the identity documents of AccessNI applicants. Hyperlinks (pre-fixed with a**🖰**) have been inserted throughout this document which, if selected, will take the (on-line) reader to web pages with further information on the specific subject matter

You should read this document in conjunction with the ‘Guide to identity checking for AccessNI applications’ available at the following link:-

* [A guide to identify checking for AccessNI applications](http://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:-

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| --- |
| **Route 1** |
| 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 Group 1 documentation. 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. 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 Signatory 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 and valid passport |
| Biometric Residence permit | UK |
| Current driving licence photocard (full or provisional) | UK, Isle of Man, Channel Islands, 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 | 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 – see : 🖰 [Driving in GB on a non-GB licence](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 |