




AccessNI applications – identity checking

List of acceptable documents



July 2021

Introduction

This document sets out revised requirements for signatories in Registered, Responsible and Umbrella Bodies checking the identity documents of AccessNI applicants. [Hyperlinks](#) (prefixed 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](#)

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

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. A link to Right to Work has been provided below:-
<https://www.gov.uk/check-job-applicant-right-to-work>

For applicants who are not UK or Irish nationals 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 or Ireland
Birth certificate issued within 12 months 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, Channel Islands or Ireland

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, 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 UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and Ireland
Immigration document, visa or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based.

All driving licences must be valid – see :  [Driving in GB on a non-GB licence](#)

Group 2b: Financial and Social history documents

Document	Notes	Issue date / validity
Mortgage Statement	UK or Ireland	Within last 12 months
Financial statement, for example ISA, pension or endowment	UK or Ireland	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	UK and Channel Islands	Within the last 12 months
Credit card statement	UK or Ireland	Within last 3 months
Bank or Building society statement	UK, Channel Islands or Ireland	Within last 3 months
Bank or Building society statement	Countries outside the UK	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	Within last 3 months
Utility bill (not mobile phone)	UK or Ireland	Within last 3 months
Benefit statement, for example Child Benefit, Pension etc.	UK	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
EEA 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 only - Valid only for applicants residing outside UK and Ireland at time of application	Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid