

# ID VALIDATION FORM



It is standard good recruitment practice for employers to satisfy themselves as to the identity of those applying for positions. Although AccessNI may in some cases conduct its own checks to confirm identity, there is no substitute for thorough identity checks by employers. Larger Registered Bodies that delegate responsibility for ID checking, or Umbrella Bodies who are assisting smaller organisations through the checking process, should ensure documentary evidence is validated, and that they indicate on the Disclosure Application Form (Part H), the checks have been made. Employers should seek to comply with the Guidance below. Organisations must also ensure they comply with Section 3 of the AccessNI Code of Practice.

## Valid Identification Documents

In accordance with AccessNI Circular 1/2012 (issued in December 2012), ideally three documents must be produced in the name of the applicant; **one from Group 1 and two from Group 2 (see overleaf)**. If this is not possible, then **four documents from Group 2** must be produced, one of which must be a birth certificate issued after the time of birth. It is preferred that **at least** one of these documents includes photographic identification.

Please use the attached form and tick the appropriate boxes to indicate what ID has been checked. Approved Counter Signatories must ensure that box H9 of the Disclosure Application Form is completed. This ID Validation Form should be made available to AccessNI on request.

Name of Applicant : .....

Date ID Check carried out : .....

*I confirm I have seen the original ID documents as indicated on the attached sheet*

Signed : .....

Name (Capitals) : .....

**THIS FORM SHOULD BE RETAINED WITHIN YOUR ORGANISATION  
PLEASE DO NOT SEND IT TO ACCESSNI**

## GROUP 1

- Current Passport (any Nationality)
- Biometric Residence Permit (UK)
- Current Driving Licence (UK, ROI, Isle of Man, Channel Islands or any EU country)
- Original Birth Certificate (UK, Isle of Man or Channels) issue at time of birth
- Original Long Form Irish Birth Certificate – issued at time of registration of birth
- Adoption Certificate (UK, Isle of Man or Channel Islands)

\* documentation must be less than 3 months old

\*\* documentation must be issued within the last 12 months

## GROUP 2

- Birth Certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth
- Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands)
- HM Forces ID Card (UK)
- National Insurance Card or notification letter with NI number (UK)
- Firearms Licence (UK and Channel Islands)
- Bank / Building Society Account Confirmation Letter
- Electoral ID Card (NI only)
- EU National ID Card
- Cards carrying the PASS Accreditation logo (UK and Channel Islands)
- Senior SmartPass (Translink) (NI only)
- Current UK Driving Licence (old paper version)
- Examination certificates (16-18 year olds only)
- Bank/Building Society Statement (UK or EEA)\*
- Credit Card Statement (UK or EEA)\*
- Utility Bill (UK or ROI)\* – not mobile phone
- Benefit Statement (UK)\*
- Addressed payslip\*
- Mortgage Statement (UK or EEA)\*\*
- Financial statement (UK)\*\*
- P45/60 Statement(UK and Channel Islands)\*\*
- Land and Property Services Agency rates demand (NI only)\*\*
- Work Permit/Visa (UK) (UK Residence Permit)\*\*.
- Letter from a Head Teacher or Further Education College Principal (16-18 year olds in full time education – only to be used when other documentation routes are exhausted) \*\*