

ID VALIDATION FORM



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 or Channel Islands)
- 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

* 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)
- Adoption Certificate (UK, Isle of Man or Channel Islands).
- HM Forces ID Card (UK)
- National Insurance Card (UK)
- Firearms Licence (UK and Channel Islands)
- Bank / Building Society Account Confirmation Letter
- Electoral ID Card (NI only)
- EU National ID Card
- Certificate of British nationality
- Letter of Sponsorship from future employment provider
- Cards carrying the PASS Accreditation logo (UK and Channel Islands)
- Senior SmartPass (Translink) (NI only)
- Current UK Driving Licence (old paper version)
- Current Non-UK / ROI Photo Driving Licence
- 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*
- A document from central government or council giving a form of entitlement (UK and Channel Islands)*
- Mortgage Statement (UK or EEA)**
- Financial statement (UK)**
- P45/60 Statement(UK and Channel Islands)**
- Land and Property Services Agency rates demand (NI only)**
- 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) **