

## **IDENTITY VERIFICATION**

There are 2 routes by which your identity may be verified. Please consult the 2 Routes below and the list of Acceptable Documents.

### **Route 1 (3 documents in total)**

- Provide 3 documents from Group 1

**Or**

- 1 Document from Group 1 and 2 further documents from Group 2a or Group 2b.

**Note:** *One of the documents must have your photograph and One of the documents must show your current address.*

### **Route 2 (4 documents in total)**

- Provide 4 documents in total from Group 2a and 2b.

**Note:** One document must be a birth certificate issued after the time of birth and a second document must show your current address.

## **ACCESS NI's LIST OF ACCEPTABLE DOCUMENTS**

### **Group 1:** Primary identity documents

1. **Current and valid Passport** (any nationality)
2. **Birth certificate** issued within 12 months of birth. ((UK, Isle of Man or Channel Islands inc. those issued by UK authorities overseas)
3. **Biometric Residence Permit** (UK)
4. **Long form Irish birth certificate** – issued at time of registration of birth (Ireland)
5. **Current Driving Licence photocard**, full or provisional (UK, Ireland, Isle of Man, Channel Island )
6. **Adoption certificate** (UK, Channel Islands or Ireland)

### **Group 2a:** Trusted Government Documents

1. **Birth certificate** issued after time of birth (UK, Ireland, Isle of Man or Channel Islands)
2. **Electoral ID card** (NI only)
3. **Marriage/Civil Partnership Certificate** (UK, Ireland, or Channel Islands)
4. **Current driving licence photocard** (full or provisional) All countries outside the UK (excluding Isle of Man and Channel Islands)
5. **HM Forces ID card** (UK)
6. **Current Driving Licence** full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, Ireland)
7. **Firearms licence** (UK, Channel Islands and Isle of Man)
8. **Immigration document**, visa or work permit (issued by a country outside the UK. Valid only if the applicant is living and working outside the UK. Visa/permit must relate to the country in which the role is based.

**Group 2b:** Financial and Social History Documents

MUST BE ISSUED WITHIN THE LAST 12 MONTHS

*(where amounts are showing - please black out)*

1. **Mortgage Statement** (UK or Ireland)
2. **Land and Property Services Rates demand** (NI only)
3. **Financial Statement**, i.e. ISA, pension or endowment (UK or Ireland)
4. **Council Tax Statement** (UK and Channel Islands)
5. **P45 or P60 Statement** (UK, Channel Islands)

**Group 2b:** Financial and social history documents

MUST BE ISSUED WITHIN THE LAST 3 MONTHS

1. **Credit card statement** (UK or Ireland)
2. **Bank or building society account opening confirmation letter** (UK)
3. **Bank or Building society statement** (UK, Channel Islands or Ireland)
4. **Utility bill** (*not mobile phone*) (UK or Ireland) e.g. Electricity, Gas, Water & Telephone Landline bill Bank or Building society statement (Outside UK) (Branch must be in the country where the applicant lives and works)
5. **Benefit statement**, for example Child Benefit, Pension etc. (UK)
6. **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, Channel Islands)

**Group 2b :** Financial and social history documents

MUST STILL BE VALID

1. **EEA National ID card**
2. **Cards carrying the PASS accreditation logo** (UK, Isle of Man, Channel Islands)
3. **60+ or Senior (65+) SmartPass** issued by Translink (NI)
4. **Letter from head teacher or further education college principal** (UK, for 16 -19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided)
5. **yLink card** issued by Translink (NI)
6. **Letter of sponsorship from future employment provider** or voluntary organization (Non-UK only. Valid only for applicants residing outside UK and Ireland at time of application)
7. **Irish Passport Card.** (Cannot be used with an Irish Passport)

***These requirements are set by Access NI***