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

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 **five documents from Group 2** must be produced. 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 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: _____

ID checked by:_____

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

Signed:_____

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

THIS FORM HAS BEEN CREATED TO ASSIST YOUR ORGANISATION WITH ROBUST ID CHECKS

GROUP 1		GROUP 2	
☐	**Valid Passport**	☐	**Marriage certificate/ Civil Partnership Certificate**
☐	**UK Driving Licence Full or Provisional – England/Wales/Scotland/Northern Ireland/Isle of Man; either photocard or paper (a Photocard is only valid if accompanied with the paper counterpart)**	☐	**Non-original UK birth certificate (issued after 12 months of date of birth, full or short form acceptable**
☐	**Original UK birth certificate (issued within 12 months of date of birth, full or short form acceptable)**	☐	**P45/P60 statement**
☐	**Valid photo identity card (EU countries only)**	☐	**Utility bill (electricity, gas,water,telephone – including mobile phone contract/bill)**
☐	**UK Firearms licence**	☐	**Valid TV licence**
☐	**HM Forces ID card (UK)**	☐	**Credit card statement**
☐	**Adoption Certificate (UK)**	☐	**Store card statement**
* documentation must be less than 3 months old ** documentation must be issued within the last 12 months		☐	**Mortgage Statement**
		☐	**Valid insurance certificate**
		☐	**Certificate of British nationality**
		☐	**British work permit/visa ****
		☐	**Asylum Registration Card**
		☐	**AccessNI Disclosure Certificate**
		☐	**Personal correspondence or a document from a Government Department ***
		☐	**Bank or Building Society Document ****
		☐	**Financial statement e.g. pension,endowment,ISA ****
		☐	**Valid vehicle registration document**
		☐	**Mail order catalogue statement***
		☐	**Court summons**
		☐	**Valid NHS card**
		☐	**Court Claim Form**
		☐	**Addressed payslip***
		☐	**National insurance number card**
		☐	**Examination certificate (e.g. GCSE, NVQ)**
		☐	**Letter from a Head Teacher***
		☐	**Child Benefit book**
		☐	**Smartpass**