

Vetting Update – Identity Checking following Brexit

The purpose of identity checking is to ensure that the details on vetting application forms match the documents provided by the applicant. It is one of the key safeguards to enable Access NI to reconcile individual applicants to criminal record information or to identify if the police may have information about that individual, or in the case of those working most closely with vulnerable groups, whether they are barred from such work.

List of Acceptable Documents

Further to the UK's exit from the EU, Access NI has made changes to the **List of Acceptable Documents** which can be used to verify an applicant's identity.

The main change is the removal of "EEA" from the list of acceptable documents. This means that there is now a more limited range of documents that can be used to verify the identity of non UK or Irish nationals. (A number of EEA financial documents are no longer acceptable.) Verifiers must consult the Acceptable Documents List and accept only ID documents that comply with it. You should not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid documents.

Where the applicant is not a UK or Irish National and the application is for paid work, you must check to ensure the applicant has a right to work in the UK.

The Identity Verification Form

The **Identity Verification Form** has been amended to reflect the changes to the List of Acceptable Documents and some other aspects of the Form have also been revised. The Form has four parts:-

- Part 1: **Applicant** to complete – the applicant is responsible for providing their own personal details and must sign and date this section.
- Part 2: **Parish representative** to provide all details about the role. This is to ensure consistency and accuracy. In addition, the following reminder has been added at this section: *"An Enhanced Access NI check can only be made if the applicant is performing one or more of these roles: Teaching, Training, Care, Supervision, Advice and/or Guidance"*.
If you are in any doubt as to whether vetting is necessary for any role, please consult the Northern Diocese Vetting Office.
- Part 3: **Applicant** to complete this section – ask the applicant to consult the List of Acceptable Documents and tick which identification route they can comply with.
- Part 4: **Parish representative** to tick either box a), b), c) or d) and tick the relevant boxes on Page 3, (List of Acceptable Documents) to confirm which original documents have been provided and witnessed. In the previous version of the form, the verifier was required to list the documents witnessed. This is no longer necessary. Please ensure that all parts of the Identity Verification Form are completed before submitting with the associated photocopies.

***Vetting staff will compare the documentation received with the applicant's online Access NI application. Any discrepancies will be queried before being processed further.**