
ID Verification Guidelines

1. Applicant is from Ireland.

If your applicant is from Ireland, you can verify their identity by examining a range of documents issued by the Irish Government as set out in Groups 1 and 2a and 2b of Access NI's the list of acceptable documents.

(NB an Irish Passport Card has been added to the Acceptable Documents list. It cannot be used in conjunction with an Irish Passport)

2. Applicant is not a national from the UK or Ireland.

- a) **Volunteer** - If your applicant is a Volunteer and is not from the UK or Ireland, there are a limited number of documents that are acceptable in terms of identity checking, as follows:-
- Group 1 - a current and valid passport;
 - Group 2a - a current driving licence photocard or an immigration document, visa or work permit
 - Group 2b - bank or building society statement or a letter of sponsorship from future employer or voluntary organisation.

It is not always practical to ask volunteer overseas nationals who will require an AccessNI check on coming to Northern Ireland to provide original documentation. In such circumstances, good quality photocopies, e-mails or smart phone pictures are acceptable. However, once the applicant arrives in Northern Ireland, they should be asked to produce the originals of the documents used to verify identity. These should be checked against the copies held by your organisation.

b) **Paid Role** - If your applicant is not from the UK or Ireland and wants to do paid work, you should, as with a UK applicant, look for and review documents set out in the list of acceptable documents from Groups 1 and 2. From Group 1 this can include a passport or driving licence and from Group 2b various living and social documents such as mortgage, bank or credit card statements. These documents may well relate to the applicant's address in their own country although, if they are currently or have been within the UK over the past 5 years, they should be asked to provide documentation in relation to this. You should not accept the foreign equivalent of an identity document if that is listed as ("UK") in the list of valid documents.

If the applicant does not have these documents, you may substitute a document that shows that the applicant has a right to work in the UK for documentation in the list of acceptable documents.

NB. Where the applicant is coming to take up paid employment, original documentation must be checked.

3. Additional Information required for some EU applicants

For some EU applicants, additional information may be required by AccessNI to facilitate a thorough check.

- Where the applicant is from **Spain or Portugal** and a barred list check is required in relation to working or volunteering with children, please note that Spanish/Portuguese names often have two personal and two family names. These can be written separately or in the case of Spain joined with a Y, or in Portugal with an E. These names must be included on the Access NI online application, for example:-

Spain	Jesus Maria GONZALEZ LOPEZ	Jesus Maria GONZALEZ Y LOPEZ
Portugal	Joana Filipa SANTOS CUHNA	Joana Filipa SANTOS E CUHNA

- Where an applicant is from **Bulgaria, Greece or France** and a barred list check is required in relation to working or volunteering with children, please note that both parents' names should be provided to AccessNI. Applicants from **France** should also provide a district code if the town of birth is Paris, Lyon or Marseille.

4. Right to Work in the UK from 1 July 2021

The requirement to check that an individual has the right to work in the UK is still in place. Where individuals have no right to work in the United Kingdom, employing them is not only a breach of the law but could lead to vulnerable persons in our community being put at risk. **An AccessNI application should not be submitted if the applicant has no 'right to work' in the UK**

Irish citizens continue to have unrestricted access to work in the UK. From 1 July 2021, they can prove their right to work using their Irish passport or Irish passport card, or their Irish birth or adoption certificate together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

There is no requirement for a retrospective check to be undertaken on **EEA citizens** who entered employment up to and including 30 June 2021.

More detailed information on how to check an individual's right to work can be found at the following link <https://www.gov.uk/check-job-applicant-right-to-work>

and

<https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>

5. Applicants who have been adopted.

If an applicant was adopted before the age of 10, they do not need to provide their surname at birth in section 1 of the ID Verification form. They should give their adoptive name in this section.

(The age of criminal responsibility is deemed to be 10 years, under the Children and Young Persons Act 1933, Chapter 12, Section 50. This means that there is no possibility that an individual could have a criminal record in a name that was used until the age of 10).