

ACCESS NI LIST OF ACCEPTABLE DOCUMENTS 3 April 2025

Doc Ref	
1	Original Birth certificate (issued within 12 months of birth) UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces
3	Certified copy of birth certificate (issued more than 12 months after time of birth) UK, Isle of Man, Channel Islands or Ireland
4	Long form Irish birth certificate (issued at time of registration of birth) Ireland
5	Adoption Certificate UK, Channel Islands or Ireland
6	Passport Any current and valid passport
7	Irish Passport Card Cannot be used with an Irish passport, Current and Valid
8	Current driving licence photocard Full or provision - UK, Isle of Man, Channel Islands or Ireland
9	Current driving licence photocard (full or provisional) All countries outside the UK (excluding Isle of Man and Channel Islands)
10	Current driving licence (full or provisional) - paper version (if issued before March 2000) UK, Isle of Man, Channel Islands and Ireland
11	e-Visa Upload weblink and share code.
12	Immigration document, visa or work permit Issued by a country outside the UK. Valid only for roles whereby the Applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based, Current and Valid
13	Electoral ID card Northern Ireland only
14	Marriage / Civil Partnership certificate UK, Channel Islands or Ireland
15	HM Forces ID card UK
16	Firearms licence UK, Channel Islands and Isle of Man, Current and Valid
17	Mortgage Statement UK or Ireland, dated within 12 months
18	Financial statement, for example ISA, pension or endowment UK or Ireland, dated within 12 months
19	P45 or P60 statement UK or Channel Islands, dated within 12 months
20	Land and Property Services rates demand Northern Ireland only, dated within 12 months
21	Council tax statement

	UK or Channel Islands, dated within 12 months
22	Credit card statement
	UK or Ireland, dated within 3 months
23	Bank or Building Society statement
	UK, Channel Islands or Ireland, dated within 3 months
24	Utility bill (not mobile phone)
	UK or Ireland, dated within 3 months
25	Benefit statement, for example Child Benefit, Pension etc
	UK, dated within 3 months
26	Official Government/Council Document
	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 and Channel Islands, dated within 3 months
27	EEA National ID card
	Current and Valid
28	SmartPass issued by Translink
	Northern Ireland
29	yLink card issued by Translink
	Northern Ireland
30	Cards carrying the PASS accreditation logo
	UK, Isle of Man and Channel Islands, Current and Valid
31	Letter from head teacher or further education college principal
	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided
32	Letter of sponsorship from future employment provider or voluntary organisation
	Non UK only - Valid only for Applicants residing outside UK and Ireland at time of application
33	Exceptional circumstances – Document agreed with AccessNI
	Cannot be used unless advised by AccessNI