



**ACCESS
NORTHERN
IRELAND**

www.nidirect.gov.uk/accessni

ANI CIRCULAR : 1/2018

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Identity checking

Summary

AccessNI has introduced new requirements for identity checking of applicants. These new arrangements come into effect immediately, but RBs can choose to begin to use them any time up to 1 May 2018. After that date RBs must use them.

Detail

A vital part of the AccessNI process carried out by Registered and Responsible Bodies (RB), is to ensure that the personal details entered on application forms match documents provided by the applicant to verify their identity. In turn this enables AccessNI to specifically match applicants to criminal record information, 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.

2. There have also been circumstances in Great Britain, where individuals have obtained certificates from the Disclosure and Barring Service despite having no right to work in the United Kingdom. This is not only a breach of the law but could lead to vulnerable persons in the community being put at risk.

New documents

3. AccessNI has therefore reviewed the requirements in relation to identity checking. As a result two new documents have been produced and are now available for RBs to use. These are;

- A **list of acceptable documents**, which sets out AccessNI requirements of the documents that should be used for checking identity and the two routes that can be used to establish an applicant's identity; and
 - A **guide to identity checking**, which provides useful information to RBs in relation to the checking of identity documents.
4. The documents are available at the following link:
- www.nidirect.gov.uk/identity-checking-signatories

Specific Changes

5. The key changes are as follows;
- The introduction of Group 2a and 2b identification documents to replace the current Group 2 documentation;
 - New requirements and advice about checking persons from (a) outside the UK and (b) the European Economic Area;
 - The removal of documents as acceptable forms of identification (**Annex A**);
 - The inclusion of new documents as acceptable forms of identification (**Annex A**);
 - Signatories will now be required to declare on the application form that “a check has been made to ensure the applicant has a right to work in the UK”;
 - RBs must keep copy identity documentation for 90 days after the certificate is issued. AccessNI staff will now on a random basis compare copy identity documents used by RBs against the information provided on application forms; and
 - RBs must contact AccessNI if any applicant does not have the correct range of identity documents.
6. AccessNI has updated the PIN ID and validation documents on NiDirect. You should begin to make arrangements within your organisation to phase out use of the current PIN/ID validation forms.

Guidance document

7. AccessNI has produced a new guidance document for id checking to provide helpful advice and information to RBs. This lays emphasis on the importance of checking names and addresses. It is especially important that a RB establishes and ensures that application forms are completed to include all forenames used by an applicant. AccessNI will not accept any responsibility where a criminal record check is issued but information is not provided due to the absence of one or more forenames.

8. The document also provides information about the limited range of documents that can be accepted from non EEA nationals. These can be extended to include the checking of right to work documentation.

9. The guidance has some useful information about checking for the use of fraudulent documentation by applicants.

Implementation

10. The revised list of acceptable documents can be used from this point forward by RBs. However, we understand that it can take time to revise procedures and documentation etc., so the requirement to use this does not take effect until 1 May 2018. After that point all RBs will be expected to comply with the new arrangements.

11. Any queries about this circular should be directed to the Call Centre 0300 200 7888.

CHANGES TO FORMS OF IDENTIFICATION

The following documents are **no longer** considered to be acceptable forms of identification for the purposes of an AccessNI check;

- National insurance card or notification letter with NI number; and
- Examination certificates (16-18 years old)

The following documents **are now** considered to be acceptable forms of identification for the purposes of an AccessNI check;

- A driving licence from countries outside the EEA;
- Immigration document, visa or work permit issued by a country outside the EEA, subject to restrictions;
- Council tax statement from Great Britain;
- Bank or Building society statement from countries outside the EEA, subject to restrictions;
- Central Government or local government agency giving entitlement;
- yLink card issued by Translink; and
- Letter of sponsorship from future employment provider or voluntary organisation.

CIRCULAR ENDS