

New AccessNI ID Check Guidelines

In light of the Coronavirus (Covid-19) and the need to reduce non-essential social contact, AccessNI has been reviewing their guidance and procedures on checking identity documentation.

AccessNI has introduced a temporary measure of checking ID by email.

If you still need to show your ID please follow these instructions very carefully.

Step 1: Identify 3 original items of ID

Using the list of acceptable ID (attached) choose

- o 1 item from group 1 and 2 other items from any group*
- o 1 item must have your current address*

Step 2: Scan or Photograph

Take a good quality scan or photograph of each item of ID

Step 3: Email: accessni@sun.co.uk

From the email address you have registered on our volunteer website, please send us:

- the images*
- your full name*
- your team(s) name*

Step 4: Bring Your ID to the Team

You will need to present your original items of ID to your Team Leader on the first day of your SU team.

We need to see all ID by **Friday 24 April 2020**

(Please note the closing date for volunteer applications is still **Tuesday 31 March** - we are giving a little extra time for ID checking due to the restrictions of movement imposed)

GROUP 1 : Primary identity documents

- | | |
|---|--|
| <input type="checkbox"/> Current passport (any nationality) | <input type="checkbox"/> Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth |
| <input type="checkbox"/> Biometric Residence Permit (UK) | <input type="checkbox"/> Original long form Irish birth certificate –issued at time of registration of birth (Ireland) |
| <input type="checkbox"/> Current driving licence (UK, Ireland, Isle of Man, Channel Islands or any EEA country) | <input type="checkbox"/> Adoption certificate (UK, Isle of Man or Channel Islands) |

GROUP 2a : Trusted government documents

- | | |
|---|---|
| <input type="checkbox"/> Birth certificate (UK, Ireland, Isle of Man or Channel Islands) issued after time of birth | <input type="checkbox"/> Electoral ID card (NI only) |
| <input type="checkbox"/> Marriage / Civil Partnership Certificate (UK, Ireland, Isle of Man or Channel Islands) | <input type="checkbox"/> Current driving licence photocard, full or provisional (All countries outside the EEA) |
| <input type="checkbox"/> HM Forces ID card (UK) | <input type="checkbox"/> Current driving licence (full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA) |
| <input type="checkbox"/> Firearms licence (UK, Channel Islands and Isle of Man) | <input type="checkbox"/> Immigration document, visa or work permit (issued by a country outside the EEA – valid only if the applicant is working in the country that issued the document) |

GROUP 2b : Living and social history documents

Documents in this box must be issued within the last 12 months.

- | | |
|--|---|
| <input type="checkbox"/> Mortgage Statement (UK, EEA) | <input type="checkbox"/> Land and Property Services rates demand (NI only) |
| <input type="checkbox"/> Financial statement, for example ISA, pension or endowment (UK) | <input type="checkbox"/> Council tax statement (Great Britain, Channel Islands) |
| <input type="checkbox"/> P45 or P60 statement (UK, Channel Islands) | |

Documents in this box must be issued within the last 3 months.

- | | |
|--|---|
| <input type="checkbox"/> Credit card statement (UK,EEA) | <input type="checkbox"/> Bank or building society account opening confirmation letter (UK, EEA) |
| <input type="checkbox"/> Bank or Building society statement (UK, EEA) | <input type="checkbox"/> Utility bill (not mobile phone) (UK, EEA) |
| <input type="checkbox"/> Bank or Building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works) | <input type="checkbox"/> Benefit statement, for example Child Benefit, Pension, etc (UK, Channel Islands) |
| <input type="checkbox"/> 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, Channel Islands) | |

Documents in this box must be valid at the time of checking.

- | | |
|---|--|
| <input type="checkbox"/> EU National ID card | <input type="checkbox"/> Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands) |
| <input type="checkbox"/> 60+ or Senior (65+) SmartPass issued by Translink (NI) | <input type="checkbox"/> Letter of sponsorship from future employment provider or voluntary organisation (non-UK or non-EEA only for applicants residing outside UK at time of application) |
| <input type="checkbox"/> yLink card issued by Translink (NI) | <input type="checkbox"/> Letter from head teacher or further education college principal (UK for 16 -19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided) |

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