



Verification of Identity Form

(To be completed for all Day Care Applicants, Childminding Applicants, Household Members, Childminding Assistants, Regular Visitors and Children turning aged ten. Form to be placed on file)

Name of Applicant/Childminder:	
Name:	
Date of Birth:	
Address:	
Relationship to applicant (eg husband/assistant)	

I confirm that I have checked the above named person's identity as per the requirements laid out by Access NI

Please tick as appropriate:

I have checked ID as follows - (It is preferred that at least one of these documents include photographic identification)

- One document from Group 1 and two documents from Group 2
- OR
- Four documents from Group 2
- OR
- The person is under aged 18 and is unable to produce all the required documentation but has produced documentation as noted below

Group 1		Group 2	
	Current Passport (any Nationality)		Birth Certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth
	Biometric Residence Permit (UK)		
	Current Driving Licence (UK, ROI, Isle of Man or Channel Islands)		Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands)
	Original Birth Certificate (UK, Isle of Man or Channels) issue at time of birth		Adoption Certificate (UK, Isle of Man or Channel Islands)
			HM Forces ID Card (UK)
	Original Long Form Irish Birth Certificate – issued at time of registration of birth		National Insurance Card (UK)
			Firearms Licence (UK and Channel Islands)
			Bank/Building Society Account Confirmation Letter
	<p>* Documentation must be less than 3 months old</p> <p>** Documentation must be issued within the last 12 months</p>		Electoral ID Card (NI only)
			EU National ID Card
			Certificate of British nationality
			Letter of Sponsorship from future employment provider
			Cards carrying the PASS Accreditation logo (UK and Channel Islands)
			Senior SmartPass (Translink) (NI only)
			Current UK Driving Licence (old paper version)
			Current Non-UK/ROI Photo Driving Licence
			Examination certificates (16-18 year olds only)
			Bank/Building Society Statement (UK or EEA)*
			Credit Card Statement (UK or EEA)*
			Utility Bill (UK or ROI)* – not mobile phone
			Benefit Statement (UK)*
			Addressed payslip*
			A document from central government or council giving a form of entitlement (UK and Channel Islands)*
			Mortgage Statement (UK or EEA)**
			Financial statement (UK)**
			P45/60 Statement(UK and Channel Islands)**
			Land and Property Services Agency rates demand (NI only)**
			Letter from a Head Teacher or Further Education College Principal (16-18 year olds in full time education – only to be used when other documentation routes are exhausted) **

Name: (Administrator)	
Signed:	
Date:	