



**ACCESS
NORTHERN
IRELAND**

www.nidirect.gov.uk/accessni

ANI CIRCULAR : 1/2021

Date: 16th July 2021

Identity checking – Updated guidance

Summary

AccessNI has updated the Identity Checking guidance documentation available on the NI Direct website. These new arrangements come into effect immediately, but RBs can choose to begin to use them any time up to 1 October 2021. After that date it is a requirement for RBs to use them.

Detail

Registered and Responsible Bodies (RB) understand the importance of identity checking. The purpose of this is to ensure that the details on the application forms match the documents provided by the applicant. It is one of the key safeguards to enable AccessNI to reconcile individual applicants to criminal record information or 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. 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 this is not only a breach of the law but could lead to vulnerable persons in our community being put at risk.

Updated documents

3. In light of Brexit, AccessNI has updated the identity checking guidance and list of acceptable documents which are now available to use at the following link:-

<https://www.nidirect.gov.uk/publications/guide-identity-checking-signatories-0>

The previous identity checking guidance documents will remain on the website until 1 October 2021.

Specific Changes

4. The key changes are as follows;
 - The removal of EEA from the list of acceptable documents;
 - A link to the Right to Work has been provided in the list of acceptable documents;
 - An update to reviewing identification documents using live video link as detailed in the guidance document;
 - The provision of a paragraph for applicants who have been adopted;
 - The removal of the Annex providing a list of EEA countries;
 - Added additional detail on the primary documents for applicants who are not UK or Irish nationals.

5. The PIN notification/ID validation documents on NI Direct will be updated to reflect these changes. Once updated you will be notified and you should begin to make arrangements within your organisation to phase out use of the current PIN/ID validation forms.

Implementation

6. The revised ID checking guidance 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 October 2021. After that point all RBs will be expected to comply with the new arrangements.

7. Any queries about this circular should be directed to the AccessNI mailbox ani@accessni.gov.uk.

CIRCULAR END
