

ACCESS NI – ID CHECKING PROCEDURES – COVID-19

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 is content for you to introduce, as a temporary measure, the checking of ID documents using video link (eg Skype) or scanned documents on condition that

- The LS/CS has a copy of the ID documentation in front of them before they verify the documentation during a video link meeting.
- The copy ID documentation scanned or emailed to the Signatory is of a good, clear quality, and
- The applicant's original documentation is verified and checked by a Manager on their 1st day of recruitment to ensure it matches the information on the scanned or emailed documentation used to process the AccessNI application.

The need to retain copies of ID documentation for 90 days remains.

The above change comes into immediate effect and will continue until such times as AccessNI deems otherwise.