



Northern Ireland

Courts and
Tribunals Service

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Making payments - what do I need?

A guide to making payments at a Court Office
(including bail and other cash transactions)



An Agency within

DOJ

Department of
Justice

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serving the community
through the administration
of justice

This leaflet contains information on:

- acceptable methods of payment
- bail transactions
 - identification requirements for bail transactions
 - documentation required for means to pay
- all other cash transactions
 - identification requirements for all other cash transactions

Please read this leaflet carefully to ensure you have the appropriate documentation and payment method.

Requirements for bail transactions are different from those for all other transactions, and failure to bring the required documentation with you will result in the court office being unable to process the bail, and will delay the release of the defendant.

Acceptable Methods of Payment

The following methods of payment may be used to make payments to NICTS:

- Banker's draft;
- Cash;
- Debit card (**not** permitted for bail transactions);
- Credit card (**not** permitted for bail transactions);
- Cheque (**not** permitted for bail transactions); and
- BACS (**not** permitted for bail transactions).

Bail Transactions

Identification requirements for bail transactions

Approved photographic identification is required for **all** bail transactions, this applies whether or not money is to be lodged. Photographic identification can be:

- Current full signed passport;
- Current EEA or UK photocard driving licence;
- EEA member state identity card;
- Northern Ireland Electoral ID card;
- DRD Senior Smartpass (or ROI free travel pass);
- Shotgun or firearms certificate;
- Police warrant card; and
- Private pilot licence.

Documentation requirements for “means to pay”

Approved proof of “means to pay” is required for all bail transactions exceeding £1,000 where money is not being lodged. Please note at the judge’s discretion proof of “means to pay” may also be required for amounts of £1,000 or less. Any item from the list of documentation below can be used to prove “means to pay”:

- Payslip (less than 2 months old);
- Letter from employer, stating current salary (less than 6 months old);
- Bank statement (less than 6 months old);
- Letter of equity from bank (less than 6 months old).

It is the responsibility of the person making the payment to ensure they have the correct documentation with them.

Failure to provide the required information will result in court office staff being unable to process the bail and will delay the release of the defendant.

All Other Cash Transactions

Identification requirements for all other cash transactions

Approved identification is required for **all cash transactions**. One item of approved photographic identification from the list on page four may be shown, **OR** alternatively two items from the list below may be shown:

- Recent (no more than 6 months old) utility bill or utility statement, or certificate from a supplier of utilities confirming the arrangement to pay for the services on pre-payment terms (mobile phone bills are not acceptable);
- Bank statement (no more than 6 months old);
- Residence permit that is issued by the Home Office to EU nationals;
- Self-employed in the construction industry – photographic registration cards for individuals and partnerships;
- Benefit book or original notification letter from the relevant benefits agency confirming the right to benefits or state pension (no more than 12 months old);
- Inland Revenue tax notifications e.g. tax assessment, statement of account, notice of coding;

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- Birth certificate (only applicable for depositors under the age of 18);
 - Student matriculation card;
 - A voters roll search showing a name and address match;
 - Northern Ireland rates bill or GB local authority tax bill (valid for the current year);
 - Recent systems-generated or signed documentation from a regulated financial sector firm indicating that an account / investment / insurance relationship exists and which contains the customer's address (no more than 6 months old) e.g. home and motor insurance;
 - Solicitor's letter confirming recent house purchase or land registry confirmation (in such cases the previous address should be verified) ;
 - Local council rent card or tenancy agreement.

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