

PIN NOTIFICATION AND ID VALIDATION FORM



Applicant Instructions

1. Go to www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body
2. Select the green button to create a nidirect account and apply for an enhanced check.
3. Register your account by creating a user ID and password [keep these details safe as you will need them to track the progress of your case].
4. Once you have successfully logged in, you will be taken to the on-line application.
5. Enter the PIN number below at Step 1 of the form completion

2	6	3	1	6	7
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6. Complete the remainder of the e-application (*insert the name of organisation volunteering with at organisation reference*) click on **confirm and proceed** to finish the on-line process.
7. You must note below the 10-digit AccessNI reference number in the boxes below: -

Application Reference

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8. Return this form to the person who asked you to complete the AccessNI application along with your Original ID's.

Identity Validation (Completed by Organisation)

Three documents must be provided in the name of the applicant; **one from Group 1 and two from Groups 1 or 2a or 2b**. At least one document must show the applicant's current address. If this is not possible, then **four documents from Group 2a and 2b** should be produced, one of which being a birth certificate issued after the time of birth. One document must show the applicant's current address.

Please ask Volunteer the following question:

Is there any reason why you cannot work in Regulated Activity with children/adults? Yes No

Volunteer details as they appear on ID documentation provided:

Surname: _____ Any other Surname(s) _____

First Name _____ Middle Name(s) _____

Date of Birth: _____ Current Postcode: _____

Driving Licence Number: _____ Passport number: _____ NI Number: _____

Organisation Volunteering with _____

Volunteer Role (summary of role to be used on AccessNI) _____

I confirm I have seen the original ID documents overleaf and include a copy of ID's checked. I have made the Volunteer aware of the level of disclosure being requested and advised when a check is being made against any of the barred lists.

Type of AccessNI requested (tick 1 box only) Standard Enhanced Enhanced with Barred List Check
Children, Adult or Both (Please circle)

£5 admin charge included or Please invoice our organisation

ID checked by(Print Name) : _____ Date: _____

Signed: _____ Organisation: _____

Position: _____

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) <u>issued at time of birth</u> |
| <input type="checkbox"/> Biometric Residence Permit (UK) | <input type="checkbox"/> Original long form Irish birth certificate – <u>issued at time of registration of birth</u> (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) <u>issued after time of birth</u> | <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

- | | |
|--|---|
| <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) | |

Above documents must be issued within the last 12 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) | |

Above documents must be issued within the last 3 months

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|---|--|
| <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 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) |
| <input type="checkbox"/> yLink card issued by Translink (NI) | <input type="checkbox"/> Letter of sponsorship from future employment provider or voluntary organization (Non UK or non-EEA only for applicants residing outside UK at time of application) |

Above documents must be valid at the time of checking and a copy made