



PIN NOTIFICATION AND ID VALIDATION FORM



Applicant instructions

1. Go to www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body
2. Select the green button to **APPLY FOR AN ENHANCED CHECK THROUGH A REGISTERED BODY**
3. Register your account by creating a user ID & password. Keep details safe. You will need them to track your application.
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 completing the form

9	4	7	6	4	5
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6. Complete the remainder of the form and click on **confirm and proceed** to finish the on-line process.
7. DON'T FORGET include your congregation name / organisation in **ORGANISATION REFERENCE** (bottom of STEP 3)
8. ONCE COMPLETED: note below the 10 digit AccessNI reference number in the boxes below:

Application Reference¹

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9. Return this form to the person who asked you to complete the AccessNI application.

Identity Validation: TO BE COMPLETED BY DESIGNATED PERSON / MINISTER

Three documents should be produced in the name of the applicant: **one from Group 1 and two from Group 2**. If this is not possible, then **four documents from Group 2** should be produced, one of which being a birth certificate. At least one of these documents should be photographic identification.

Applicant details as they appear on the ID documentation provided:

Full name

Date of Birth :

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Current postcode :

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I confirm I have seen the original ID documentation as indicated on the attached sheet.

Date of ID check :

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Signed :

Name (Capitals) :

Church/Organisation name..... Role –please state if Paid or Voluntary.....

¹ This is the 10-digit case reference number provided on the confirmation page (Step 12) and email when the applicant completes their details on the AccessNI on-line system.

GROUP 1

- Current passport (any nationality)
- Biometric Residence Permit (UK)
- Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EU country)
- Original birth certificate (UK, Isle of Man or Channel Islands) issued at time of birth
- Original long form Irish birth certificate – issued at time of registration of birth
- Adoption certificate (UK, Isle of Man or Channel Islands)

* documentation must be less than 3 months old

** documentation must be issued within the last 12 months

GROUP 2

- Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth
- Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands)
- HM Forces ID card (UK)
- National Insurance Card or notification letter with NI number (UK)
- Firearms licence (UK and Channel Islands)
- Bank / Building Society Account Confirmation Letter
- Electoral ID card (NI only)
- EU National ID card
- Cards carrying the PASS Accreditation logo (UK and Channel Islands)
- Senior SmartPass (Translink) (NI only)
- Current UK driving licence (old paper version)
- 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 pay slip*
- Mortgage statement (UK or EEA)**
- Financial statement (UK)**
- P45/60 statement (UK and Channel Islands)**
- Land and Property Services Agency rates demand (NI only)**
- Work Permit/Visa (UK) (UK Residence Permit)**.
- 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)**

**THIS FORM WHEN COMPLETED SHOULD BE RETURNED TO IMYCD
PLEASE DO NOT SEND IT TO ACCESSNI**



PIN NOTIFICATION AND ID VALIDATION FORM



The Disclosure and Barring Service maintain lists of individuals who are barred from engaging in regulated activity with children or vulnerable adults. All posts necessitating an Access NI Enhanced check include a check of the Barred Lists.

It is an offence for an individual on the Barred Lists, or is the subject of a disqualification order from the courts, to apply for, offer to do any work, paid or unpaid, in regulated activity.

Anyone convicted of this offence is liable to punishment by imprisonment or fines or both.

YOU MUST COMPLETE THE APPROPRIATE CHECK BOX ANSWERS AND SIGN THE CONSENT

I confirm I have read the explanation provided above regarding the Barred Lists and understand the implications of making a Barred List check application

Yes No

I consent to a check being carried out against the Barred Lists Yes No

Signed