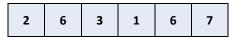
## PIN NOTIFICATION AND ID VALIDATION FORM



## **Applicant Instructions**

- 1. Go to <u>www.nidirect.gov.uk/services/apply-online-standard-check-through-registered-body</u>
- 2. Select the green button to create a nidirect account and apply for an enhanced check if you already have an indirect account, you can use this rather than creating a new one.
- 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



- 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** 

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 a further two from any Group**. 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.

## Volunteer details as they appear on ID documentation provided:

Surname:	Any other Surna	me(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 us	ed on Access NI)			
I confirm I have seen the original ID document of disclosure being requested and advised whe		d. I have made the Volunteer aware of the level barred lists.		
Type of AccessNI requested (tick)	Standard			
£16 Access NI charge plus £5 admin char	ge included (£21) or Please invoid	ce our organisation		
ID checked by(Print Name) :		Date:		
Signed:	Organisation:			
Position:				

GROUP	1 : Primary i	dentity documents

		mai <sub>,</sub>					
	Current passport (any nationality)		Original birth certificate (UK, Isle of Man and Channel Islands including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces) issued with 12 months of birth				
	Biometric Residence Permit (UK)		Original long form Irish birth certificate –issued at time of registration of birth (Ireland)				
	Current driving licence (UK, Isle of Man, Channel Islands or Ireland)		Adoption certificate (UK, Channel Islands or Ireland)				
	GROUP 2a : Trus	ted	government documents				
	Birth certificate (UK, Isle of Man, Channel Islands or Ireland) issued after time of birth		Electoral ID card (NI only)				
	Marriage / Civil Partnership Certificate (UK, Channel Islands or Ireland)		Current driving licence photocard, full or provisional (All countries outside of the UK (excluding Isle of Man and Channel Islands)				
	HM Forces ID card (UK)		Current driving licence full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands and Ireland)				
	Firearms licence (UK, Channel Islands or Isle of Man)		Immigration document, visa or work permit (Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based)				
	GROUP 2b : Financia	l an	d social history documents				
	Mortgage Statement (UK or Ireland)		Land and Property Services rates demand (NI only)				
	Financial statement, for example ISA, pension or endowment (UK or Ireland)		Council tax statement (UK and Channel Islands)				
	P45 or P60 statement (UK or Channel Islands)						
	Above documents must	be i	ssued within the last 12 months				
	Credit card statement (UK or Ireland)		Bank or building society account opening confirmation letter (UK)				
	Bank or Building society statement (UK, Channel Islands or Ireland)		Utility bill (not mobile phone) (UK or Ireland)				
	Bank or Building society statement (Countries outside the UK) (Branch must be in the country where the applicant lives and works)		Benefit statement, for example Child Benefit, Pension, etc (UK)				
	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 and Channel Islands)						
Above documents must be issued within the last 3 months							
	EEA National ID card		Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)				
	60+ or Senior (65+) SmartPass issued by Translink (NI)		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				
	yLink card issued by Translink (NI)		provided)				
	Irish Passport Card (Cannot be used with an Irish passport)		Letter of sponsorship from future employment provider or voluntary organisation (Non-UK only - valid for applicants residing outside UK at time of application)				
	Above documents must be valid at the time of checking						