

PIN NOTIFICATION AND ID VALIDATION FORM



Applicant instructions

1. Go to www.nidirect.gov.uk/accessni
2. 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**].
3. Once you have successfully logged in, you will see the main menu page on screen 'Apply for Disclosure Certificates'
4. Choose the **Enhanced** option.
5. Enter the PIN number below at **Step 1** of the form completion

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A paper copy of the certificate can be requested by ticking the appropriate box on the online application (step 8). Otherwise the certificate will be sent to your AccessNI account. The certificate must then be forwarded by email to your Rector or a member of the Parish Panel.

6. Complete the remainder of the form and click on **SUBMIT** to finish the on-line process.
7. You must note the 10 digit AccessNI reference number in the boxes below:-

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

Application Reference¹

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

Identity validation

All applicants must **provide a minimum of 3 documents and the documents must be original** not copies.

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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Position applied for

The applicant should read the statement below and sign.

I understand that the position is one of regulated activity with children and that a Barred List Check will be carried out

Signed : **by the Applicant** _____

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

Date of ID check :

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Signed (Incumbent) : **Parish**

The Church has a policy on the recruitment of ex-offenders which is available from a member of the Parish Panel on request.

AccessNI has a code of practice, which all organisations registered with ANI under Section 120 of the Police Act 1997 must adhere to. The Code of Practice can be found at the following link: www.nidirect.gov.uk/publications/accessni-code-practice (or a copy will be supplied to you by a member of the Parish Panel on request.

The Church has a policy on the Secure Handling, Use Storage and retention of Disclosure Information, available from the Panel on request.

All applicants must **provide a minimum of 3 documents and the documents must be original** not copies. Applicants can follow one of two routes:

Route 1

An applicant must provide;

1 document from Group 1; and

2 further documents from Group 1 or Group 2a or Group 2b

At least one of the documents must show the applicant's current address.

Route 2

This applies only where an applicant does not have Group1 documentation. The applicant must provide;

4 documents from Group 2a and 2b

One document must be a birth certificate issued after the time of birth. One document must show the applicant's current address

For all applicants who require an AccessNI check for employment purposes, the countersignatory declaration has been amended. A signatory must now, in addition to checking the applicant's identity documents confirm the employing organisation has checked the individual has a right to work in the UK.

Group 1: Primary Identity Documents

Document	Notes
Passport	Any current <u>and</u> valid passport
Biometric Residence permit	UK
Current driving license photocard (full or provisional)	UK, Isle of Man, Channel Islands, Republic of Ireland or any EEA country
Birth certificate issued at time of birth	UK, Isle of Man, Channel Islands – including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Long form Irish birth certificate issued at time of registration of birth	Republic of Ireland
Adoption certificate	UK, Isle of Man or Channel Islands

Group 2a: Trusted Government Documents

Document	Notes
Birth certificate issued after time of birth	UK, Isle of Man, Channel Islands or Ireland
Marriage/Civil Partnership Certificate	UK, Isle of Man, Channel Islands or Ireland
HM Forces ID card	UK
Firearms licence	UK, Isle of Man and Channel Islands
Electoral ID card	Northern Ireland only
Current driving licence photocard (full or provisional)	All countries outside the EEA
Current driving licence (full or provisional) – paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
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

All driving licences must be valid: <https://www.gov.uk/driving-nongb-licence>

Group 2b: – Living and Social History Documents

Document	Notes	Issue date/validity
Mortgage Statement	UK or EEA	Within last 12 months
Financial statement, for example ISA, pension or endowment	UK	Within last 12 months
P45 or P60 statement	UK or Channel islands	Within last 12 months
Land and Property Services rates demand	Northern Ireland only	Within last 12 months
Council tax statement	Great Britain and Channel Islands	Within last 12 months
Credit card statement	UK or EEA	Within last 3 months
Bank or Building Society statement	UK or EEA	Within last 3 months
Bank or Building Society statement	Countries outside the EEA	Within last 3 months – branch must be in the country where the applicant lives and works
Bank or Building Society account opening confirmation letter	UK or EEA	Within last 3 months
Utility bill (not mobile phone)	UK or EEA	Within last 3 months
Benefit statement, for example Child Benefit, pension etc	UK and Channel Islands	Issued in last 3 months
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	Issued in last 3 months
EU national ID card		Must be valid

Document	Notes	Issue Date/Validity
60+ or Senior (65+) SmartPass issued by Translink	Northern Ireland	Must be valid
yLink card issued by Translink	Northern ireland	Must be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
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	Must still be valid
Letter of sponsorship from future employer or voluntary organisation	Non UK or non EEA only for applicants residing outside UK at time of application	Must still be valid