

PIN NOTIFICATION AND ID VALIDATION FORM COMMUNITY&VOLUNTARY SERVICES



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 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

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6. Complete the remainder of the form and 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 Reference¹

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

TO BE COMPLETED BY APPLICANT

Identity validation

Three documents should be produced in the name of the applicant; **one from Group 1 and two from Group 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.

Applicant details as they appear on the ID documentation provided:

Surname..... First Name..... Middle Name(s).....

Date of Birth :

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Paid:

Current postcode :

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Voluntary:

Driving licence number..... Passport number.....

National Insurance Number..... **(Tel: 07843 478433 for appointment to verify ID)**

Organisation:..... **Role:**.....

TO BE COMPLETED BY SIGNATORY

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) :

¹This 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 EEA country)

Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth

Original long form Irish birth certificate –issued at time of registration of birth (ROI)

Adoption certificate (UK, Isle of Man or Channel Islands)

GROUP 2a

Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth

Marriage/Civil Partnership Certificate (UK, ROI, Isle of Man or Channel Islands)

HM Forces ID card (UK)

Firearms licence (UK, Channel Islands and Isle of Man)

Electoral ID card (NI 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, 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)

GROUP 2b

Mortgage Statement (UK, EEA)

Financial statement, for example ISA, pension or endowment (UK)

P45 or P60 statement (UK, Channel Islands)

Land and Property Services rates demand (NI only)

Council tax statement (Great Britain, Channel Islands)

Above documents must be issued within the last 12 months

Credit card statement (UK,EEA)

Bank or Building society statement (UK, EEA)

Bank or Building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works)

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)

Bank or building society account opening confirmation letter (UK, EEA)

Utility bill (not mobile phone) (UK, EEA)

Benefit statement, for example Child Benefit, Pension etc (UK, Channel Islands)

Above documents must be issued within the last 3 months

EU National ID card

60+ or Senior (65+) SmartPass issued by Translink (NI)

yLink card issued by Translink (NI)

Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands)

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)

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

Tel: **07843478433** or Email: youcanhelp@live.co.uk for ID checking appointment.

Official Use Only: Cheque No:..... Cash Receipt No:..... Invoice No:

Processed By: Date:.....

Community&Voluntary Services [Tel:07843478433](tel:07843478433)–[Email:youcanhelp@live.co.uk](mailto:youcanhelp@live.co.uk)–[Web:www.youcanhelp.org](http://www.youcanhelp.org)