

PIN NOTIFICATION AND ID VALIDATION FORM COMMUNITY & VOLUNTARY SERVICES



Applicant instructions

1. Go to www.nidirect.gov.uk/apply-for-an-enhanced-check
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.

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6. Complete the remainder of the e-application 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.

Identity validation TO BE COMPLETED BY APPLICANT

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.

Applicant details as they appear on the ID documentation provided:

Surname..... Any other Surname(s)

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

Date of Birth :

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Current postcode :

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PAID:

VOLUNTARY:

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

National Insurance Number.....

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) :

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 : Primary identity documents

Current passport (any nationality)

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

Biometric Residence Permit (UK)

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

Current driving licence (UK, Ireland, Isle of Man, Channel Islands or any EEA country)

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

GROUP 2a : Trusted government documents

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

Electoral ID card (NI only)

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

Current driving licence photocard, full or provisional (All countries outside the EEA)

HM Forces ID card (UK)

Current driving licence (full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA)

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

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

Mortgage Statement (UK, EEA)

Land and Property Services rates demand (NI only)

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

Council tax statement (Great Britain, Channel Islands)

P45 or P60 statement (UK, Channel Islands)

Above documents must be issued within the last 12 months

Credit card statement (UK,EEA)

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

Bank or Building society statement (UK, EEA)

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

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

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

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

EU National ID card

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

yLink card issued by Translink (NI)

Letter of sponsorship from future employment provider or voluntary organisation (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: **07843 478433** or Email: youcanhelp@live.co.uk for ID checking appointment.

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

Processed By: Date:.....

Community&Voluntary Services Tel:**07843478433** - Email:youcanhelp@live.co.uk Web: www.youcanhelp@live.co.uk