|  |  |
| --- | --- |
| **PIN NOTIFICATION AND ID VALIDATION FORM** |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Applicant instructions**

1. Go to [www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body](http://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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **6** | **8** | **1** | **3** | **7** |

1. Complete the remainder of the form and click on  **confirm and proceed**  to finish the on-line process.
2. You must note below the 10 digit AccessNI reference number in the boxes below:-

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Application Reference[[1]](#footnote-1) |  |  |  |  |  |  |  |  |  |  |  |

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

**Identity validation**

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 issued after the time of birth. At least one of these documents should be photographic identification.

|  |
| --- |
| **Applicant details as they appear on the ID documentation provided:** |
| Surname……………………. |  | First Name…………………………………Middle Name(s)……………………... |
| Date of Birth | : |  |  | / |  |  | / |  |  |  |  |
|  |  |
| Current postcode | : |  |  |  |  |  |  |  |

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

National Insurance Number……………………………..

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

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of ID check | : |  |  | / |  |  | / |  |  |  |  |
| Signed | : | ………………………………………………………………………. |
| Name (Capitals) | : | ………………………………………………………………………. |

|  |
| --- |
| **GROUP 1** |
| **** | 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 (ROI) |
| **** | Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EEA country) | **** | 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 | **** | Electoral ID card (NI only) |
| **** | Marriage/Civil Partnership Certificate (UK, ROI, 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** |
| **** | 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 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** |

**This form should be retained within your organisation**

**Please do not send it to AccessNI**

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. [↑](#footnote-ref-1)