

# PIN NOTIFICATION AND ID VALIDATION FORM



## Applicant instructions

1. Go to [www.nidirect.gov.uk/accessni](http://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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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:-

<sup>1</sup>This 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 Reference<sup>1</sup>

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8. 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:

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 .....

**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: .....

## GROUP 1

- Current passport (any nationality)
- Biometric Residence Permit (UK)
- Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EU 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
- Adoption certificate (UK, Isle of Man or Channel Islands)

\* documentation must be less than 3 months old

\*\* documentation must be issued within the last 12 months

## GROUP 2

- Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth
- Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands)
- HM Forces ID card (UK)
- National Insurance Card or notification letter with NI number (UK)
- Firearms licence (UK and Channel Islands)
- Bank / Building Society Account Confirmation Letter
- Electoral ID card (NI only)
- EU National ID card
- Cards carrying the PASS Accreditation logo (UK and Channel Islands)
- Senior SmartPass (Translink) (NI only)
- Current UK driving licence (old paper version)
- Examination certificates (16-18 year olds only)
- Bank/Building Society Statement (UK or EEA)\*
- Credit card statement (UK or EEA)\*
- Utility Bill (UK or ROI)\* – not mobile phone
- Benefit statement (UK)\*
- Addressed payslip\*
- Mortgage statement (UK or EEA)\*\*
- Financial statement (UK)\*\*
- P45/60 statement (UK and Channel Islands)\*\*
- Land and Property Services Agency rates demand (NI only)\*\*
- Work Permit/Visa (UK) (UK Residence Permit)\*\*.
- Letter from a Head Teacher or Further Education College Principal (16-18 year olds in full time education – only to be used when other documentation routes are

**THIS FORM MUST BE SENT TO THE BOARD OF EDUCATION. A COPY MAY BE KEPT FOR YOUR RECORDS**