

# 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

6	7	1	2	7	9
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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 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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### **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) : .....

I confirm that the applicant is aware an Enhanced check will entail a check of the Children's and the Vulnerable Adults' Barred List (Regulated Activity)

Signed by ..... Date .....

## GROUP 2

## GROUP 1

- |   |   |
|---|---|
| <input type="checkbox"/> Current passport (any nationality)   | <input type="checkbox"/> Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth   |
| <input type="checkbox"/> Biometric Residence Permit (UK)  | <input type="checkbox"/> Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands)  |
| <input type="checkbox"/> Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EU country)      | <input type="checkbox"/> HM Forces ID card (UK)   |
| <input type="checkbox"/> Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth | <input type="checkbox"/> National Insurance Card or notification letter with NI number (UK)   |
| <input type="checkbox"/> Original long form Irish birth certificate – issued at time of registration of birth   | <input type="checkbox"/> Firearms licence (UK and Channel Islands)  |
| <input type="checkbox"/> Adoption certificate (UK, Isle of Man or Channel Islands)                              | <input type="checkbox"/> Bank / Building Society Account Confirmation Letter  |
|   | <input type="checkbox"/> Electoral ID card (NI only)  |
|   | <input type="checkbox"/> EU National ID card  |
|   | <input type="checkbox"/> Cards carrying the PASS Accreditation logo (UK and Channel Islands)  |
|   | <input type="checkbox"/> Senior SmartPass (Translink) (NI only)   |
|   | <input type="checkbox"/> Current UK driving licence (old paper version)   |
|   | <input type="checkbox"/> Examination certificates (16-18 year olds only)  |
|   | <input type="checkbox"/> Bank/Building Society Statement (UK or EEA)*   |
|   | <input type="checkbox"/> Credit card statement (UK or EEA)*   |
|   | <input type="checkbox"/> Utility Bill (UK or ROI)* – not mobile phone   |
|   | <input type="checkbox"/> Benefit statement (UK)*  |
|   | <input type="checkbox"/> Addressed payslip*   |
|   | <input type="checkbox"/> Mortgage statement (UK or EEA)**   |
|   | <input type="checkbox"/> Financial statement (UK)**   |
|   | <input type="checkbox"/> P45/60 statement (UK and Channel Islands)**  |
|   | <input type="checkbox"/> Land and Property Services Agency rates demand (NI only)**   |
|   | <input type="checkbox"/> Work Permit/Visa (UK) (UK Residence Permit)**.   |
|   | <input type="checkbox"/> 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 exhausted)** |

\* documentation must be less than 3 months old

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