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

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**Applicant instructions**

1. Go to [www.nidirect.gov.uk/apply-for-a-basic-check-through-a-responsible-body](http://www.nidirect.gov.uk/apply-for-a-basic-check-through-a-responsible-body)
2. Select the green button to create a nidirect account and apply for a basic check, if you already have a nidirect account you can use this rather than creating a new one.
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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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:-

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

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

**Identity validation**

Three documents must be produced in the name of the applicant; **one from Group 1 and a further two from any Group**. 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 of these documents must show the applicant’s current address.

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| **Applicant details as they appear on the ID documentation provided:** |
| Surname………………….……. |  | Any other Surname(s) ………………….……. |
| 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.**

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

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| **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, Ireland, 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)yLink card 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) |
|  |  | **** | 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** |

**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 11) and email when the applicant completes their details on the AccessNI on-line system. [↑](#footnote-ref-1)