|  |  |
| --- | --- |
| **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. 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:** |
| Full name |  | ……………………………………………………………………………….. |
| 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** | **GROUP 2** |
| **** | Current passport (any nationality) | **** | Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth |
| **** | Biometric Residence Permit (UK) | **** | Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands) |
| **** | Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EU country) | **** | HM Forces ID card (UK) |
| **** | Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth | **** | National Insurance Card or notification letter with NI number (UK) |
| **** | Original long form Irish birth certificate –issued at time of registration of birth | **** | Firearms licence (UK and Channel Islands) |
| **** | Adoption certificate (UK, Isle of Man or 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 exhausted)\*\* |

**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)