

PIN NOTIFICATION AND ID VALIDATION FORM (STANDARD CHECK)



Applicant instructions

1. Go to <https://www.nidirect.gov.uk/services/apply-online-standard-check-through-registered-body>
2. Select the green button to Apply for a Standard check through a responsible 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

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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 Reference¹

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8. Complete the Declaration below and present this form as detailed in your conditional offer letter.

I consent to my personal information being shared with the HSC Recruitment Shared Service Centre who are the umbrella body for purposes of obtaining the Enhanced Disclosure Check. I understand that this application will provide details of any convictions or prosecutions pending and if the conditional offer refers to a 'regulated' position will include a 'barred list (s)' check:

NAME _____ Signed _____ Date _____

OUR REF NO: (Please enter reference number as displayed on your letter from RSSC) _____

Identity validation - Three documents should be produced in the name of the applicant; **one from Group 1 and two from Group 1 or 2a or 2b.** 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. At least one of these documents must show the applicant's current address.

Applicant details as they appear on the ID documentation provided:

Surname..... First Name..... Middle Name(s).....

Date of Birth

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Current postcode :

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

National Insurance Number.....

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

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.

Date of ID check

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Signed

:

Name (Capitals)

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GROUP 1

- | | |
|---|--|
| <input type="checkbox"/> Current passport (any nationality) ² | <input type="checkbox"/> Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth |
| <input type="checkbox"/> Biometric Residence Permit (UK) | <input type="checkbox"/> Original long form Irish birth certificate –issued at time of registration of birth (ROI) |
| <input type="checkbox"/> Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EEA country) | <input type="checkbox"/> Adoption certificate (UK, Isle of Man or Channel Islands) |

GROUP 2a

- | | |
|---|--|
| <input type="checkbox"/> Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth | <input type="checkbox"/> Electoral ID card (NI only) |
| <input type="checkbox"/> Marriage/Civil Partnership Certificate (UK, ROI, Isle of Man or Channel Islands) | <input type="checkbox"/> Current driving licence photocard (full or provisional) All countries outside the EEA² |
| <input type="checkbox"/> HM Forces ID card (UK) | <input type="checkbox"/> Current driving licence (full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA) |
| <input type="checkbox"/> Firearms licence (UK, Channel Islands and Isle of Man) | <input type="checkbox"/> 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)² |

GROUP 2b

- | | |
|--|---|
| <input type="checkbox"/> Mortgage Statement (UK, EEA) | <input type="checkbox"/> Land and Property Services rates demand (NI only) |
| <input type="checkbox"/> Financial statement, for example ISA, pension or endowment (UK) | <input type="checkbox"/> Council tax statement (Great Britain, Channel Islands) |
| <input type="checkbox"/> P45 or P60 statement (UK, Channel Islands) | |

Above documents must be issued within the last 12 months

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|--|--|
| <input type="checkbox"/> Credit card statement (UK, EEA) | <input type="checkbox"/> Bank or building society account opening confirmation letter (UK, EEA) |
| <input type="checkbox"/> Bank or Building society statement (UK, EEA)² | <input type="checkbox"/> Utility bill (not mobile phone) (UK, EEA) |
| <input type="checkbox"/> Bank or Building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works) | <input type="checkbox"/> Benefit statement, for example Child Benefit, Pension etc (UK, Channel Islands) |
| <input type="checkbox"/> 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

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|---|--|
| <input type="checkbox"/> EU National ID card | <input type="checkbox"/> Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands) |
| <input type="checkbox"/> 60+ or Senior (65+) SmartPass issued by Translink (NI) | <input type="checkbox"/> Letter from head teacher or further education college principal (UK for 16 -19 year olds in full time education – |

² Acceptable Documents for applicants from outside the EEA to present for ID checking purposes

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)²

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**

DRAFT

