

## Applicant instructions

1. Log on 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 “Apply for an enhanced check through a registered body”
3. Register your account by creating a user id and a password (keep these details safe as you will need them to track the progress of your application – these details will be used in future applications).
4. Once you have successfully logged-in, you will be taken to the online application.
5. Enter the following 6 digit PIN number at Step 1 of the form completion – **736143**
6. Complete the remainder of the form and click on “Confirm and Proceed” to finish the application.
7. At this stage in the process you will be provided with a Reference Number. Please note this reference number in the box provided in the Applicant declaration below.
8. Complete the declaration below and return this form to the person who asked you to complete the AccessNI application (normally the designated person).

## Applicant declaration (to be completed by applicant)

Name \_\_\_\_\_

Access NI Reference Number 

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I consent to my personal information being shared with the umbrella body “Baptist Youth” for the purposes of obtaining the Enhanced Disclosure Check. I understand that this application will provide details of any convictions or prosecutions pending and will involve a check against the “barred list”.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Designated Person Declaration (to be completed by designated person)

Name of Church/organisation \_\_\_\_\_

Position applied for (eg Sunday school) \_\_\_\_\_

Is this a paid or volunteer position? \_\_\_\_\_

To enable Baptist Youth to decide if it is entitled to check against the barred list of those individuals barred from work with children we need to know if the applicant, who will be engaged in work which is regulated activity, will not be formally supervised\*. Will the applicant be supervised at all times while operating on behalf of the organisation? (please circle):                      No                                      Yes

(\*Please note that if you tick “yes” that the person is going to be supervised then it is your legal responsibility to ensure the individual is formally supervised at all times while engaged in duties with children and young people by another person who is in regulated activity. We understand that organisations will be working to best practice standards and ensuring that no volunteers are left isolated when working with children. But the term ‘supervised’ in the context of the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012) refers to ensuring that a person can be formally supervised by someone else in a position of authority, with management responsibility for that individual.)

I confirm that I have verified the identity of the above named person by reference to **original** ID Documentation as indicated overleaf.

Designated Person Name \_\_\_\_\_

Designated Person Signature \_\_\_\_\_

Date \_\_\_\_\_

## Identity Validation (to be completed by Designated Person)

**Three** documents should 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 document must show the applicant's current address.

**NOTE:** The applicant must supply photocopies of each document to the designated person. These will be held by your registered body for a period of 90 days after the certificate is issued.

Enter applicant details as they appear on ID documentation provided and tick appropriate boxes below that relate to the documentation you have seen.

Full Name

Date of Birth

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Current Postcode

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### Group 1: Primary identity documents

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

### Group 2a: Trusted government documents

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

# AccessNI Disclosure E-application Cover Sheet

## Group 2b: Living and social history documents

### The following documents must have been issued within the last 12 months

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| <ul style="list-style-type: none"><li>○ Mortgage Statement (UK, EEA)</li></ul>                                    | <ul style="list-style-type: none"><li>○ Land and Property Services rates demand (NI only)</li></ul>      |
| <ul style="list-style-type: none"><li>○ Financial statement, for example ISA, pension or endowment (UK)</li></ul> | <ul style="list-style-type: none"><li>○ Council tax statement (Great Britain, Channel Islands)</li></ul> |
| <ul style="list-style-type: none"><li>○ P45 or P60 statement (UK, Channel Islands)</li></ul>                      |  |

### The following documents must have been issued within the last 3 months

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|---|---|
| <ul style="list-style-type: none"><li>○ Credit card statement (UK, EEA)</li></ul>   | <ul style="list-style-type: none"><li>○ Bank or building society account opening confirmation letter (UK, EEA)</li></ul>          |
| <ul style="list-style-type: none"><li>○ Bank or Building society statement (UK, EEA)</li></ul>  | <ul style="list-style-type: none"><li>○ Utility bill (not mobile phone) (UK, EEA)</li></ul>                                       |
| <ul style="list-style-type: none"><li>○ Bank or Building society statement (outside EEA) (Branch must be in the country where the applicant lives and works)</li></ul>  | <ul style="list-style-type: none"><li>○ Benefit statement, for example Child Benefit, Pension etc (UK, Channel Islands)</li></ul> |
| <ul style="list-style-type: none"><li>○ 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)</li></ul> |   |

### The following documents must be valid at the time of checking

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|--|--|
| <ul style="list-style-type: none"><li>○ EU National ID card</li></ul>                                    | <ul style="list-style-type: none"><li>○ Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands)</li></ul>  |
| <ul style="list-style-type: none"><li>○ 60+ or Senior (65+) SmartPass issued by Translink (NI)</li></ul> | <ul style="list-style-type: none"><li>○ 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)</li></ul> |
| <ul style="list-style-type: none"><li>○ Irish Public Services Card (with photo)</li></ul>                | <ul style="list-style-type: none"><li>○ 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)</li></ul>                             |
| <ul style="list-style-type: none"><li>○ yLink card issued by Translink (NI)</li></ul>                    |  |