

# 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

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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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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 : 

		/			/				
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Signed : .....

Name (Capitals) : .....

<sup>1</sup> 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.

## GROUP 1

- Current passport (any nationality)
- Biometric Residence Permit (UK)
- Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EU country)
- Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth
- Original long form Irish birth certificate – issued at time of registration of birth
- Adoption certificate (UK, Isle of Man or Channel Islands)

\* documentation must be less than 3 months old

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

## GROUP 2

- Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth
- Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands)
- HM Forces ID card (UK)
- National Insurance Card or notification letter with NI number (UK)
- Firearms licence (UK and 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**