**Annex A**

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| **PIN NOTIFICATION AND ID VALIDATION FORM****Omagh Volunteer Centre (Umbrella Body)****Complete the form and return with 3 forms of ID as stated SEPTEMBER 2021** |   |

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**Applicant instructions**

1. Go to: <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-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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| --- | --- | --- | --- | --- | --- |
| **9** | **8** | **4** | **8** | **2** | **2** |

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 or Omagh VC.

**Identity validation**

Three documents should be produced in the name of the applicant; **one from Group 1 and a further two from Group 1 or two from 2a and 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.

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| **Applicant details as they appear on the ID documentation provided: (Applicant to complete)****Barred List Check only:** Is there any reason you cannot work in **Regulated Activity**? (**YES / NO** Date……………)  |
| Surname……………………. |  | First Name…………………………………Middle Name(s)……………………... |
| Date of Birth | : |  |  | / |  |  | / |  |  |  |  |
|  |  |
| Current postcode | : |  |  |  |  |  |  |  |

Organisation…………………….……………...…….…. Role/Position…….……………….…...……….……….

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

National Insurance Number……………………………. Telephone number………….……………………...….

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

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of ID check | : |  |  | / |  |  | / |  |  |  |  |
| Signed  | : | …………………………………………………… Paid / Invoice £ ………........ |
| Name (Capitals) | : | …………………………………………………… Authoriser ……….…..…..…. |

CODE OF PRACTICE: <https://www.nidirect.gov.uk/publications/accessni-code-practice>

FAIR TREATMENT: <https://www.nidirect.gov.uk/articles/employer-obligations-and-fair-treatment>

ACCESS NI PRIVACY: <https://www.justice-ni.gov.uk/publications/ani-privacy>

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| **GROUP 1 : Primary Identity documents** |
| **** | Current passport (any nationality) | **** | Original birth certificate (UK, Isle of Man and Channel Islands including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces) issued with 12 months of birth |
| **** | Biometric Residence Permit (UK) | **** | Original long form Irish birth certificate –issued at time of registration of birth (Ireland) |
| **** | Current driving license (UK, Isle of Man, Channel Islands or Ireland) | **** | Adoption certificate (UK, Channel Islands or Ireland) |
| **GROUP 2a : Trusted government documents** |
| **** | Birth certificate (UK, Isle of Man, Channel Islands or Ireland) issued after time of birth | **** | Electoral ID card (NI only) |
| **** | Marriage / Civil Partnership Certificate (UK, Channel Islands or Ireland) | **** | Current driving licence photocard, full or provisional (All countries outside of the UK (excluding Isle of Man and Channel Islands) |
| **** | HM Forces ID card (UK) | **** | Current driving licence full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands and Ireland) |
| **** | Firearms license (UK, Channel Islands or Isle of Man) | **** | Immigration document, visa or work permit (Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based) |
| **GROUP 2b : Financial and social history documents** |
| **** | Mortgage Statement (UK or Ireland) | **** | Land and Property Services rates demand (NI only) |
| **** | Financial statement, for example ISA, pension or endowment (UK or Ireland) | **** | Council tax statement (UK and Channel Islands) |
| **** | P45 or P60 statement (UK, Channel Islands) |  |  |
| **Above documents must be issued within the last 12 months** |
| **** | Credit card statement (UK or Ireland) | **** | Bank or building society account opening confirmation letter (UK) |
| **** | Bank or Building society statement (UK, Channel Islands or Ireland) | **** | Utility bill (not mobile phone) (UK or Ireland) |
| **** | Bank or Building society statement (Countries outside the UK) (Branch must be in the country where the applicant lives and works) | **** | Benefit statement, for example Child Benefit, Pension, etc. (UK) |
| **** | 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 and Channel Islands) |
| **Above documents must be issued within the last 3 months** |
| **** | EEA National ID card | **** | Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands) |
| **** | 60+ or Senior (65+) SmartPass 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) |
| **** | yLink card issued by Translink (NI) | **** | Letter of sponsorship from future employment provider or voluntary organisation (Non-UK only - valid for applicants residing outside UK at time of application) |
| **** | Irish Passport Card (Cannot be used with an Irish passport) |  |  |
| **Above documents must be valid at the time of checking** |

**This form should be retURNED TO OMAGH VOLUNTEER CENTRE**

**Please do not send it to AccessNI**

**AnneAnnex B**



**AccessNI Disclosure – Applicant Information Leaflet**

As part of the recruitment process for a role in which you have expressed an interest, a criminal record check is required to be completed. In Northern Ireland this check is undertaken by AccessNI, upon receipt of a valid application. A disclosure certificate will be issued at the end of the process, including criminal record and other relevant information.

You can find out more about AccessNI on the nidirect website, or at the following link: -

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

**Before the AccessNI process is commenced, and if you are applying for an Enhanced check (with a Barred List check), you are required to disclose if there is any reason why you cannot work in Regulated Activity.**

The AccessNI application must be made on-line through the nidirect website. You will be required to set up a nidirect account to complete your application. The application will be checked and authorised by an approved Umbrella Body before being transferred to AccessNI for processing. A link to the AccessNI Privacy Notice is available here <https://www.justice-ni.gov.uk/publications/ani-privacy> or prior to commencing the e-application form.

You should note the following important information about the AccessNI application process: -

1. **Omagh Volunteer Centre** has been appointed to check and authorise your application.
2. The name of the authoriser is **Martin Cassidy**.
3. The PIN to be used on the on-line application is **984822**.
4. Copies of your Identity documents will be sent to **Omagh Volunteer Centre** by the employer or they may require you to take the original ID in to OVC; copies will be destroyed 90 days after the date the disclosure certificate is issued.
5. **Your employer**, and not the Umbrella Body, will be responsible for the decision whether or not to offer you a position.
6. Having a criminal record does not necessarily prevent you from obtaining a position.
7. A policy is in place that sets out the organisation’s approach to recruiting ex-offenders – a copy of this can be made available at your request to **your employer**.
8. The AccessNI statutory Code of Practice is available on the nidirect website and can be viewed at:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

If you have any questions in relation to this process you should, in the first instance, contact the person who asked you to complete the AccessNI application.

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)