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| **Employee - PIN NOTIFICATION**  **DOCUMENTATION FORM** | **A logo for a volunteer centre  AI-generated content may be incorrect.** |

**Applicant instructions**

1. Go to [www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body](http://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body)
2. Select the green button to create a nidirect account and apply for an enhanced check. If you already have a nidirect account you should use this. You may be prompted to uplift this account to a higher level – instructions will appear on screen. [Guidance document to create a nidirect account](https://www.nidirect.gov.uk/sites/default/files/2025-03/Guidance-document-to-creat-%20NID-%20LOA2-accoun-%20for-AccessN-%20applications-.PDF)
3. You will need to retain your login credentials for future use.
4. A digital identity validation will be conducted when you create or uplift the nidirect account. Your current name, DoB and current address will be verified by nidirect. You will be asked to upload the required identity documentation and provide a selfie. Instructions will appear on screen. *If there are problems creating this account contact nidirect* ***on 0300 200 7868*** *or email* [*nida@nidirect.gov.uk*](mailto:nida@nidirect.gov.uk)*.*
5. Once you have successfully created/logged in, you will be taken to the on-line AccessNI application.

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1. Enter the PIN number below at Step 1 of the form completion.
2. Complete the remainder of the application.
3. Upload the required identity documents to the AccessNI application form. You are required to upload **two** identity documents, chosen from the AccessNI list provided, to the AccessNI application form to allow the Signatory to verify that middle names and previous surnames have been provided. To help avoid delays, where possible the following documents should be uploaded with the application form: -

* Applicant’s birth certificate issued at time of birth or another suitable document that confirms the name(s) at birth and date of birth;
* A document that contains both the applicant’s current name and photograph.

1. Continue to complete the remaining fields on the application.
2. At STEP 12 you must confirm and date the declaration.
3. When you click on **confirm and proceed** the application will be automatically forwarded to the Signatory for approval.
4. Make a note of the 10-digit AccessNI reference number in the boxes below: -

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| Application Reference |  |  |  |  |  |  |  |  |  |  |  |

*Return this form to the person who asked you to complete the AccessNI application*

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| **(Completed by Organisation)**  Please ask Employee the following questions:  **Is there any reason why you cannot work in Regulated Activity with children/adults? Yes  No**  **Full Name** *(including* ***ALL*** *middle names)***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Any other Surnames** *(including maiden names)***: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  **Name known** *(by if applicable)***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Organisation Employed with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Job Role** *(summary of role to be used on AccessNI)***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *I confirm I have made the Employee aware of the level of disclosure being requested and advised when a check is being made against any of the barred lists.*  *Type of AccessNI requested (tick 1 box only)*  Enhanced Enhanced with Barred List Check  *(Please circle)* ***Children, Adult or Both***  **£11 admin charge included plus £32 Enhanced Check**  *or* **Please invoice our organisation**  **Completed by** *(Print Name)* **: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_** |

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| **ACCESSNI LIST OF ACCEPTABLE IDENTITY DOCUMENTS** |  |

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| Original Birth certificate **(issued within 12 months of birth)** | UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces |
| Certified copy of birth certificate **(issued more than 12 months after time of birth)** | UK, Isle of Man, Channel Islands or Ireland |
| Long form Irish birth certificate **(issued at time of registration of birth)** | Ireland |
| Adoption Certificate | UK, Channel Islands or Ireland |
| Passport | Any current and valid passport |
| Irish Passport Card | Cannot be used with an Irish passport, Current and Valid |
| Current driving licence photocard | Full or provision - UK, Isle of Man, Channel Islands or Ireland |
| Current driving licence photocard (full or provisional) | All countries outside the UK (excluding Isle of Man and Channel Islands) |
| Current driving licence (full or provisional) - paper version (if issued before March 2000) | UK, Isle of Man, Channel Islands and Ireland |
| eVisa – via weblink and share code | Current and valid |
| 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, Current and Valid |
| Electoral ID card | Northern Ireland only |
| Marriage / Civil Partnership certificate | UK, Channel Islands or Ireland |
| HM Forces ID card | UK |
| Firearms licence | UK, Channel Islands and Isle of Man, Current and Valid |
| Mortgage Statement | UK or Ireland, dated within 12 months |
| Financial statement, for example ISA, pension or endowment | UK or Ireland, dated within 12 months |
| P45 or P60 statement | UK or Channel Islands, dated within 12 months |
| Land and Property Services rates demand | Northern Ireland only, dated within 12 months |
| Council tax statement | UK or Channel Islands, dated within 12 months |
| Credit card statement | UK or Ireland, dated within 3 months |
| Bank or Building Society statement | UK, Channel Islands or Ireland, dated within 3 months |
| Utility bill **(not mobile phone)** | UK or Ireland, dated within 3 months |
| Benefit statement, for example Child Benefit, Pension etc | UK, dated within 3 months |
| Official Government/Council Document | 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, dated within 3 months |
| EEA National ID card | Current and Valid |
| SmartPass issued by Translink | Northern Ireland |
| yLink card issued by Translink | Northern Ireland |
| Cards carrying the PASS accreditation logo | UK, Isle of Man and Channel Islands, Current and Valid |
| Letter from head teacher or further education college principal | UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided |
| Letter of sponsorship from future employment provider or voluntary organisation | Non UK only - Valid only for applicants residing outside UK and Ireland at time of application |
| Exceptional circumstances – Document agreed with AccessNI | Cannot be used unless advised by AccessNI |