

PIN NOTIFICATION AND ID VALIDATION FORM



Applicant instructions

1. Go to www.nidirect.gov.uk/apply-for-an-enhanced-check
2. Select the green button to create a nidirect account and apply for an enhanced check, if you already have an indirect account you can use this rather than creating a new one.
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 e-application and click on **confirm and proceed** to finish the online process.
7. You must note below the 10 digit AccessNI reference number in the boxes below:-

Application Reference¹

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

Identity validation

Three documents must be provided 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.

Applicant details as they appear on the ID documentation provided:

Surname..... Any other Surname(s)

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

Date of Birth

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		/			/				
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Current postcode

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

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.

National Insurance Number.....

I confirm I have seen the indicated on the attached

original ID documentation as sheet.

Date of ID check

		/			/				
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Signed : Name (Capitals) :

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GROUP 1 : Primary identity documents

- | | |
|---|--|
| <input type="checkbox"/> Current passport (any nationality) | <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 (Ireland) |
| <input type="checkbox"/> Current driving licence (UK, Ireland, Isle of Man, Channel Islands or any EEA country) | <input type="checkbox"/> Adoption certificate (UK, Isle of Man or Channel Islands) |

GROUP 2a : Trusted government documents

- | | |
|---|---|
| <input type="checkbox"/> Birth certificate (UK, Ireland, 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, Ireland, Isle of Man or Channel Islands) | <input type="checkbox"/> Current driving licence photocard, full or provisional (All countries outside the EEA) |
| <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) |

GROUP 2b : Living and social history documents

- | | |
|--|---|
| <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

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

- 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

EU National ID card Cards carrying the Islands) 60+ or Senior (65+) SmartPass Translink (NI)

PASS accreditation logo (UK, Isle of Man, Channel issued by

yLink card 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)

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)

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**