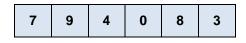


Applicant instructions

- 1. Go to <u>www.nidirect.gov.uk/apply-for-an-enhanced-check</u>
- 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.



- 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

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		Midd	le Na	me(s)							
Date of Birth	:		/			/						
Current postcode	:											
Driving licence number					Pas	spor	t nur	mber	·	 	 	

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.

I confirm I have seen the				1	I	original ID documentation as				
indicated on the attached						sheet.				
Date of ID check :										
Signed :						Name (Capitals) :				
GROUP 1 : Pri	mai	ry id	ent	ity	doc	cuments				
Current passport (any nationality)						ficate (UK, Isle of Man or Channel me of birth				
Biometric Residence Permit (UK)		Original long form Irish birth certificate –issued at time of registration of birth (Ireland)								
Current driving licence (UK, Ireland, Isle of Man, Channel Islands or any EEA country)			Adoption certificate (UK, Isle of Man or Channel Islands)							
GROUP 2a : Trus	ted	gov	ern	me	nt o	documents				
Birth certificate (UK, Ireland, Isle of Man or Channel Islands) issued after time of birth		Elec	toral	ID c	ard (NI only)				
Marriage / Civil Partnership Certificate (UK, Ireland, Isle of Man or Channel Islands)						ence photocard, full or provisional (All the EEA)				
HM Forces ID card (UK)			ed be			ence (full or provisional paper version (if 8) (UK, Isle of Man, Channel Islands,				
Firearms licence (UK, Channel Islands and Isle of Man)		cour	ntry o	outsic	de the	nent, visa or work permit (issued by a e EEA – valid only if the applicant is ntry that issued the document)				
GROUP 2b : Living	anc	d soc	ial	his	tor	y documents				
Mortgage Statement (UK, EEA) Financial statement, for example ISA,					-	Services rates demand (NI only)				
pension or endowment (UK)		Cour	ncil ta	ax sta	atem	ent (Great Britain, Channel Islands)				
P45 or P60 statement (UK, Channel Islands)										
Above documents must	be	issue	dw	/ithi	n th	e last 12 months				
Credit card statement (UK,EEA) Bank or		buildi	ng so	ociety	/ acc	ount opening confirmation letter (UK, EEA)				
Bank or Building society statement (UK, EEA)		EEA)	Ut	ility b	ill (no	ot mobile phone) (UK,				
Bank or Building society statement (Outside EEA) (Branch must be in the country where			Be	enefit	state	ement, for example Child Benefit, Pension,				
etc the applicant lives and works) (UK, Channe	el Isla	ands)								
Central or local government, government a	genc	y, or lo	ocal	coun	cil de	ocument 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		PASS accreditation logo (UK, Isle of Man, Channel						
	Islands) 60+ or Senior (65+) SmartPass		issued by						
	Translink (NI)								
	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 <u>DO NOT</u> SEND IT TO ACCESSNI