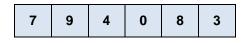


Applicant instructions

- 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