

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 on-line 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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Current postcode :

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

National Insurance Number.....

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

Date of ID check :

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Signed :

Name (Capitals) :

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.

GROUP 1 : Primary identity documents

- Current passport (any nationality)
- Biometric Residence Permit (UK)
- Current driving licence (UK, Ireland, Isle of Man, Channel Islands or any EEA country)
- Original birth certificate (UK, Isle of Man or Channel Islands) issued at time of birth
- Original long form Irish birth certificate – issued at time of registration of birth (Ireland)
- Adoption certificate (UK, Isle of Man or Channel Islands)

GROUP 2a : Trusted government documents

- Birth certificate (UK, Ireland, Isle of Man or Channel Islands) issued after time of birth
- Marriage / Civil Partnership Certificate (UK, Ireland, Isle of Man or Channel Islands)
- HM Forces ID card (UK)
- Firearms licence (UK, Channel Islands and Isle of Man)
- Electoral ID card (NI only)
- Current driving licence photocard, full or provisional (All countries outside the EEA)
- Current driving licence (full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA)
- 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

- Mortgage Statement (UK, EEA)
- Financial statement, for example ISA, pension or endowment (UK)
- P45 or P60 statement (UK, Channel Islands)
- Land and Property Services rates demand (NI only)
- Council tax statement (Great Britain, Channel Islands)

Above documents must be issued within the last 12 months

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

Above documents must be issued within the last 3 months

- EU National ID card
- 60+ or Senior (65+) SmartPass issued by Translink (NI)
- Irish Public Services Card (with photo)
- yLink card issued by Translink (NI)
- Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands)
- 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**