****

PIN Notification & ID Documentation form for Registered Bodies (Umbrella Body)

For Standard & Enhanced checks

**Applicant instructions**

1. Go to https://www.nidirect.gov.uk/services/apply-online-standard/enhanced-check-through-registered-body

2. Select the green button to create a nidirect account and apply for a standard or 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

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.

5. Once you have successfully created/logged in, you will be taken to the on-line AccessNI application.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 8 | 1 | 3 | 4 | 5 | 7 |

6. Enter the PIN number at Step 1 of the form completion

7. Complete the remainder of the application.

8. Upload the required identity documents to the AccessNI application form. You are required to upload **two identity documents**, chosen from the AccessNI List of Acceptable Identity documents,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.

9. Continue to complete the remaining fields on the application.

10. At STEP 12 you must confirm and date the declaration.

11. When you click on confirm and proceed the application will be automatically forwarded to the NWVC for approval. Contact Details: [Seanna@nwvc.co.uk](mailto:Seanna@nwvc.co.uk) WhatsApp 07706291964

phone 02871271017 Address: 1a London Street BT48 6PP

|  |  |  |
| --- | --- | --- |
| **Full Name Of Applicant** |  | |
| **Organisation Name** |  | |
| **Job /Role Title** |  | |
| **Umbrella Body Signature** |  | Date |
| **Disclosure Number** |  | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Access NI List of Acceptable documents for Upload with applications | | |
| 1. | **Original birth certificate (Issued within 12 months of birth)** | 19 | P45 or P60  UK, Channel Islands, dated within 12 months |
| UK, Isle of Man and Channel Islands) including those issued by UK authorities overseas; eg. Embassies, High Commissions and HM Forces | 20. | Land and Property Services rates demand  Northern Ireland only, dated within 12 months |
| 2. | **Certified copy of birth certificate (issued more than 12 months after time of birth)** | 21. | **Council Tax statement** |
| UK, Isle of Man, Channel Islands or Ireland | UK, Channel Islands, dated within 3 months |
| 3. | **Long form Irish birth certificate (issued at time of registration of birth)** | 22. | **Credit Card Statement** |
| Ireland |  | UK or Ireland, dated within 3 months |
| 4. | **Adoption certificate** | 23. | **Bank or Building society statement** |
| UK, Channel Islands or Ireland | UK, Channel Islands or Ireland, dated within 3 mths |
| 5. | **Passport** | 24. | **Bank or Building society statement** |
| Any current and valid passport | Issued in last 3 months – branch must be in the country where the applicant lives and works |
| 6. | **Irish Passport Card** | 25. | **Bank or Building Society account opening confirmation letter** |
| Cannot be used with an Irish passport, Current and Valid | UK issued within 3 months |
| 7. | **Current driving licence photocard** | 26. | **Utility Bill (not Mobile phone)** |
| Full or provision – UK, Isle of Man, Channel Islands or Ireland | UK or Ireland, dated within 3 months |
| 8. | **Current driving licence (full or provisional)** | 27. | **Benefit Statement, e.g. Child Benefit, Pension etc** |
| All countries outside the UK (excluding Isle of Man and Channel Islands) | UK, dated within 3 months |
| 9. | **Current driving licence (full or provisional) – paper version (if issued before March 2000)** | 28. | **Official Government/Council Document** |
| UK, Isle of Man, Channel Islands and Ireland | Central or local government, government agency, or local council document giving entitlement, e.g. from the Department of Work and Pensions, or the Employment Service, dated within 12 mths. UK & Channel Islands |
| 10. | **eVisa** | 29. | **European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)** |
| Upload weblink and share code | UK must be valid |
| 11. | **Application Registration Card (ARC)** | 30. | **EEA National ID Card** |
| Issued by the Home Office. Must be checked against the Home Office Employer Checking Service | Current and Valid |
| 12. | **Immigration document, visa or work permit** | 31. | **SmartPass issued by Translink** |
| 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 related to the country in which the role is based, Current and Valid | Northern Ireland |
| 13. | **Electoral ID Card** | 32. | **YLink card issued by Translink** |
| Northern Ireland only | Northern Ireland |
| 14. | **Marriage/Civil Partnership Certificate** | 33. | **Cards carrying the PASS accreditation logo** |
| UK, Channel Islands or Ireland | UK, Isle of Man and Channel Islands, Current and Valid |
| 15. | **HM Forces ID card** | 34. | **Letter from a head teacher or further education college principal** |
| UK |  | UK – for 16- to 19-year-olds in full time education – only used in exceptional circumstances if other documents cannot be provided |
| 16. | **Firearms Licence** | 35. | **Letter of sponsorship from future employment provider or voluntary organisation** |
| UK Channel Islands and Isle of Man, Current and valid | Non UK only – Valid only for applicants residing outside UK and Ireland at time of application |
| 17. | **Mortgage Statement** | 36. | **Exceptional circumstances – Document agreed with Access NI** |
| UK or Ireland, dated within 12 months | Cannot be used unless advised by AccessNI |
| 18. | **Financial statement, Eg. ISA, pension or endowment** |  |  |
| UK or Ireland, dated within 12 months |  |  |