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**Applicant instructions**

1. Your organisation should advise on the level of Access NI check

 you require. This PIN ID form is for Standard and Enhanced Applications only.

1. Go to [www.nidirect.gov.uk/apply-for-an-enhanced-check](http://www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body)
2. Create and activate your nidirect account. If you already have a nidirect account you can use those login details rather than creating another account.
3. Once you have successfully logged in after activating your account, you will need to complete your information across a number of steps.
4. PIN number is **813457** (Churches Voluntary Work Bureau) T/a NWVC
5. Once you have entered your information online you have **5 working days** to submit **3 forms of identification** to the North West Volunteer Centre to complete your application
6. For your own reference make note of your 10 digit AccessNI reference number:

1. ID documentation: Email seanna@nwvc.co.uk / WhatsApp to **07706291964** NWVC main office1a London Street, Derry/Londonderry BT48 6PP

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| --- | --- | --- | --- |
| **First Name** |  | **Middle Names** |  |
| **Surname** |  | **Contact Tel Number** |  |
| **Post Code** |  | **Date of Birth** |  |
| **Email Address** |  |
| **Organisation Name:** | **My role title** |
| **I am a volunteer** |  |  **As a volunteer I give permission for my contact details to be stored on NWVC database YES NO Not Applicable**  |
| **I am a paid worker** |  |
| **I confirm I have seen the original ID documentation as indicated on the attached sheet.** |
| **Signature**  | **Date** |
| **IDENTITY DOCUMENTATION:**For the North West Volunteer Centre to proceed with your application, **one primary identity document** and **two** **trusted government documents** are required. If no primary identity documents are available **four ID documents is required from group 2** (see attached page for list of required ID)**Please note: Applications will be returned if identification documents are not submitted within 5 days of making your online application**  |

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| **GROUP 1 : Primary identity documents** |
| **** | Current passport (any nationality) | **** | Original birth certificate (UK, Isle of Man or Channel Islands) issue at time 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 : Trusted government documents** |
| **** | Birth certificate (UK, Ireland, Isle of Man or Channel Islands) issued after time of birth | **** | Electoral ID card (NI only) |
| **** | Marriage / Civil Partnership Certificate (UK, Ireland, Isle of Man or Channel Islands) | **** | Current driving licence photocard, full or provisional (All countries outside the EEA) |
| **** | HM Forces ID card (UK) | **** | Current driving licence (full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA) |
| **** | Firearms licence (UK, Channel Islands and Isle of Man) | **** | 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) | **** | Land and Property Services rates demand (NI only) |
| **** | Financial statement, for example ISA, pension or endowment (UK) | **** | Council tax statement (Great Britain, Channel Islands) |
| **** | P45 or P60 statement (UK, Channel Islands) |   |   |
| **Above documents must be issued within the last 12 months** |
| **** | Credit card statement (UK,EEA) | **** | Bank or building society account opening confirmation letter (UK, EEA) |
| **** | Bank or Building society statement (UK, EEA) | **** | Utility bill (not mobile phone) (UK, EEA) |
| **** | Bank or Building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works) | **** | Benefit statement, for example Child Benefit, Pension, etc (UK, Channel Islands) |
| **** | 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 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) |