## PIN NOTIFICATION AND ID VALIDATION FORM



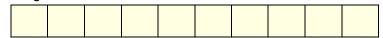
## **Applicant instructions**

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1.	GO to www.riidii.cci.gov.	un apply for all tellial	CEU-CHECK-HIHOUGHT	<u> </u>

- 2. Select the green button to Apply for an enhanced check through a registered body.
- 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 application).
- 4. Once you have successfully logged in, you will be taken to the online application.
- 5. Enter the PIN number below at Step 1:

9 5 8 0 7 2
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- 6. Complete the remainder of the application and click confirm and proceed
- 7. Note the 10-digit AccessNI reference number:



- 8. Complete sections A and B below.
- 9. Return the form to your stake safeguarding specialist.

## A. Identity Validation

<u>Three original</u> documents must be produced in your name - **one from Group 1 and two others from any Group**. At least one document must show your current address.

If this is not possible, then **four documents from Group 2a** and **2b** must be produced, one of which being a birth certificate. One document must show your current address.

## Enter details as they appear on your ID documentation provided:

Surname		First Na	ame						Mic	ddle	Name(s)	 		
Date of Birth	: [		/			/								
Current postcode	: [													
Driving licence number		Passport nu						ımbe	er			 		
National Insurance Number														

**B. Declaration** (must not be a family member of the applicant)

I confirm I have seen the original ID documents indicated on page 2.

Date of ID check	:	/		/				
Signed	:	 	 		 	 	 	
Name	:	 	 		 	 	 	

	GROUP 1										
	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 (ROI)								
	Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EEA country)		Adoption certificate (UK, Isle of Man or Channel Islands)								
	GROUP 2a										
	Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth		Electoral ID card (NI only)								
	Marriage/Civil Partnership Certificate (UK, ROI, 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											
	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 i	ssued 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)		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)								
	yLink card issued by Translink (NI)		Letter of sponsorship from future employment provider or voluntary organization (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