

GUIDANCE NOTES

APPLYING FOR AN ACCESS NI CHECK THROUGH BBNI

There are 2 steps involved:

1. Apply for an Enhanced Disclosure Check through AccessNI.

This is an online process to be completed by the person to be checked. See guidance below. Use PIN number 380492 to link the application to Boys' Brigade NI.

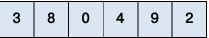
2. Verify the applicant's identity.

Complete the attached ID validation form and send, with copies of ID checked, to BBNI Support Office. This part is to be completed by the Company Captain, Chaplain or Church Designated Safeguarding Person.

If you require any further support in completing the online AccessNI application form please contact BBNI Support Office staff on 028 9268 8444.

Applicant instructions

- 1. Go to www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body
- 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 online 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 on-line process.
- 7. You must note below the 10 digit AccessNI reference number in the boxes below: (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.)

Application Reference										
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8. Continue to complete ID Validation step.





ID VALIDATION FORM

Applicants requesting an AccessNI check need to present original ID documents to a suitable person who should verify their identity. This is required by AccessNI. <u>Copies</u> of the documents checked should be sent, along with this form, to the BBNI Support Office. This will be retained for a period of 90 days and then destroyed.

Who can verify the applicant's identity? Company Captain, Chaplain or Church Safeguarding Person, Battalion Official or BBNI staff member.

Valid Identification Documents

Three documents must be produced 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.

Name of Applicant (as it appears on their ID do name(S) and Surname:	cumentation) Include first name, middle
Date of Birth:	Current Postcode:
dd/mm/yyyy	
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:

Signed:

Print Name (capitals):

Please return this form to BBNI Support Office, 117 Culcavy Road, Hillsborough, BT26 6HH. DO NOT send it to AccessNI.



Please tick the appropriate boxes to indicate what ID has been checked.

	GROUP 1 : Primary identity documents								
	Current passport (any nationality)		Original birth certificate (UK, Isle of Man and Channel Islands including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces) issued with 12 months of birth						
	Biometric Residence Permit (UK)		Original long form Irish birth certificate –issued at time of registration of birth (Ireland)						
	Current driving licence (UK, Isle of Man, Channel Islands or Ireland)		Adoption certificate (UK, Channel Islands or Ireland)						
GROUP 2a : Trusted government documents									
	Birth certificate (UK, Isle of Man, Channel Islands or Ireland) issued after time of birth		Electoral ID card (NI only)						
	Marriage / Civil Partnership Certificate (UK, Channel Islands or Ireland)		Current driving licence photocard, full or provisional (All countries outside of the UK (excluding Isle of Man and Channel Islands)						
	HM Forces ID card (UK)		Current driving licence full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands and Ireland)						
	Firearms licence (UK, Channel Islands or Isle of Man)		Immigration document, visa or work permit (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 relate to the country in which the role is based)						
GROUP 2b : Financial and social history documents									
	Mortgage Statement (UK or Ireland)		Land and Property Services rates demand (NI only)						
	Financial statement, for example ISA, pension or endowment (UK or Ireland)		Council tax statement (UK and Channel Islands)						
	P45 or P60 statement (UK or Channel Islands)								
	Above documents must	be i	ssued within the last 12 months						
	Credit card statement (UK or Ireland)		Bank or building society account opening confirmation letter (UK)						
	Bank or Building society statement (UK, Channel Islands or Ireland)		Utility bill (not mobile phone) (UK or Ireland)						
	Bank or Building society statement (Countries outside the UK) (Branch must be in the country where the applicant lives and works)		Benefit statement, for example Child Benefit, Pension, etc (UK)						
	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 and Channel Islands)								
	Above documents must	t <mark>be</mark> i	ssued within the last 3 months						
	EEA National ID card		Cards carrying the PASS accreditation logo (UK, Isle of Man and 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						
	yLink card issued by Translink (NI)		provided)						
	Irish Passport Card (Cannot be used with an Irish passport)		Letter of sponsorship from future employment provider or voluntary organisation (Non-UK only - valid for applicants residing outside UK at time of application)						

Above documents must be valid at the time of checking

