

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

- Go to www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body
- 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.
- 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].
- Once you have successfully logged in, you will be taken to the online application.
- Enter the PIN number below at **Step 1** of the form completion.

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- Complete the remainder of the e-application and click on **confirm and proceed** to finish the on-line process.
- 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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- 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. Copies 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 documentation) Include first name, middle name(S) and Surname:	
Date of Birth: dd/mm/yyyy	Current Postcode:
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

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| <input type="checkbox"/> Current passport (any nationality) | <input type="checkbox"/> 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 |
| <input type="checkbox"/> Biometric Residence Permit (UK) | <input type="checkbox"/> Original long form Irish birth certificate –issued at time of registration of birth (Ireland) |
| <input type="checkbox"/> Current driving licence (UK, Isle of Man, Channel Islands or Ireland) | <input type="checkbox"/> Adoption certificate (UK, Channel Islands or Ireland) |

GROUP 2a : Trusted government documents

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

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| <input type="checkbox"/> Mortgage Statement (UK or Ireland) | <input type="checkbox"/> Land and Property Services rates demand (NI only) |
| <input type="checkbox"/> Financial statement, for example ISA, pension or endowment (UK or Ireland) | <input type="checkbox"/> Council tax statement (UK and Channel Islands) |
| <input type="checkbox"/> P45 or P60 statement (UK or Channel Islands) | |

Above documents must be issued within the last 12 months

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| <input type="checkbox"/> Credit card statement (UK or Ireland) | <input type="checkbox"/> Bank or building society account opening confirmation letter (UK) |
| <input type="checkbox"/> Bank or Building society statement (UK, Channel Islands or Ireland) | <input type="checkbox"/> Utility bill (not mobile phone) (UK or Ireland) |
| <input type="checkbox"/> Bank or Building society statement (Countries outside the UK) (Branch must be in the country where the applicant lives and works) | <input type="checkbox"/> Benefit statement, for example Child Benefit, Pension, etc (UK) |
| <input type="checkbox"/> 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 be issued within the last 3 months

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| <input type="checkbox"/> EEA National ID card | <input type="checkbox"/> Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) |
| <input type="checkbox"/> 60+ or Senior (65+) SmartPass issued by Translink (NI) | <input type="checkbox"/> 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) |
| <input type="checkbox"/> yLink card issued by Translink (NI) | |
| <input type="checkbox"/> Irish Passport Card (Cannot be used with an Irish passport) | <input type="checkbox"/> 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