

# PIN NOTIFICATION AND ID VALIDATION FORM

## BASIC DISCLOSURES



### Applicant instructions

1. Go to [Apply for a basic check through a responsible body](#)
2. 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].
3. Once you have successfully logged in, you will see the main menu page on screen.  
Go to '[Apply for Disclosure Certificates](#)' then '[Apply for a basic check through a responsible body](#)'.
4. Enter the Riada PIN number below at Step 1 of the form completion

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5. Complete the remainder of the form and click on SUBMIT to finish the online process.
6. You must note the 10 digit AccessNI reference number in the boxes below:

Application Ref

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This is the 10 digit case reference number provided on the confirmation page and email when the applicant completes their details on the AccessNI on-line system.

7. Return this form to the person who asked you to complete the AccessNI application.

### Identity validation

Three documents should be produced in the name of the applicant **one from Group 1 and 2 further documents from Group 1 or Group 2a or Group 2b** (at least one of the documents must show the applicant's current address).

If this is not possible, then **four documents from Group 2a and 2b** should be produced (one document must be a birth certificate issued after the time of birth and another must show the applicant's current address)

**Applicant details as they appear on the ID documentation provided:**

Full name

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Date of Birth

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Current postcode

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**I confirm I have seen the original ID documentation as indicated on the attached sheet.**

Date of ID check

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Signed

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Name (Capitals)

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# ID VALIDATION FORM This form should be retained within your Organisation. Please do not send it to AccessNI.

## GROUP 1: Primary identity documents

	Current passport (any current and valid passport)		Biometric Residence Permit (UK)
	Current driving licence (UK, Isle of Man, Channel Islands or Ireland)		Long form Irish birth certificate issued at time of registration of birth (Ireland)
	Adoption certificate (UK, Channel Islands or Ireland)		Birth certificate issued within 12 months of birth (UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces)

## GROUP 2a: Trusted government documents

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

## GROUP 2b: Living and social history documents

	Mortgage Statement (UK or Ireland)		Land and Property Services rates demand (NI only)
	P45 or P60 statement (UK or Channel Islands)		Council tax statement (UK and Channel Islands)
	Financial statement, for example ISA, pension or endowment (UK or Ireland)		

### Above documents must be issued within the last 12 months

	Credit card statement (UK or Ireland)		Bank or building society account opening confirmation letter (UK)
	Utility bill (not mobile phone) (UK or Ireland)		Benefit statement, for example Child Benefit, Pension, etc (UK)
	Bank or Building society statement (UK, Channel Islands or Ireland)		Bank or Building society statement (Countries outside the UK) (Branch must be in the country where the applicant lives and works)
	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

	EEA National ID card		Irish Passport Card (Cannot be used with an Irish passport)
	yLink card issued by Translink (NI)		60+ or Senior (65+) SmartPass issued by Translink (NI)
	Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)		Letter from head teacher or further education college principal (UK - for 16 to 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 only - Valid only for applicants residing outside UK and Ireland at time of application)		

### Above documents must be valid at the time of checking