

CATHOLIC CHURCH NORTHERN DIOCESES (April 2024)

IDENTITY VERIFICATION FORM & LIST OF ACCEPTABLE DOCUMENTS

This application will be processed in accordance with Access NI's Code of Practice, which can be found at:
<https://www.nidirect.gov.uk/publications/accessni-code-of-practice>

For official use only	
ID Form received	
CDF received	
On Database	
Submitted online	
Tracked	
Results on Database	
FTA Letter issued	
Access NI Case Ref No:	

PART 1 – APPLICANT'S DETAILS (to be completed by Applicant only)

It is not acceptable that someone else completes this section for you.

Please tick: Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other _____ (e.g.: Dr, Fr, Sr, Rev)

FORENAMES (Block Capitals) _____

(All Forenames must be provided above. Ensure that you include all forenames in the Access NI online Application)

SURNAME: (Block Capitals) _____

PREVIOUS SURNAMES (Block Capitals) _____

used from (date) _____ to (date): _____

D.O.B: ____/____/____

Please tick: Male: ☐

Female: ☐

ADDRESS: (Block Capitals) _____

POST CODE: (Block Capitals) _____ **Contact Tel. No:** _____

EMAIL ADDRESS: _____

Signed: _____ **Date:** _____

PART 2 – ROLE DETAILS – to be completed by PSC Chair/Youth Club Leader-in-Charge

ROLE applied for: (Block Capitals) _____

(An Enhanced Access NI check can only be made if the applicant is performing one or more of these roles:
Teaching, Training, Care, Supervision, Advice and or Guidance)

The role is **Voluntary** ☐

The role involves **Children** ☐

The role is **Paid*** ☐

The role involves **Vulnerable Adults** ☐

*Paid roles will require a cheque to be submitted for £32, made payable to "Northern Dioceses Vetting"

Parish/Organisation: _____

DIOCESE (please tick) Armagh ☐ Clogher ☐ Derry ☐ Down & Connor ☐ Dromore ☐ Kilmore ☐

PART 3 – IDENTITY VERIFICATION (to be completed by APPLICANT)

Note: There are 2 routes by which your identity may be verified. Please consult the attached list of Acceptable Documents and tick below which route you have chosen.

Please note that all documents provided in relation to your Access NI Application will be held in accordance with our Policy on the handling, storage & disposal of Disclosure Information

Route 1
☐
(3 documents in total)

Provide 1 document from Group 1, and 2 further documents from Group 1, or Group 2a or Group 2b.

Note:

- One of the documents must show your current address.
- One of the documents must have your photograph.

Route 2
☐
(4 documents in total)

Provide 4 documents in total from Group 2a and 2b of which one document must be a birth certificate issued after the time of birth and a second document must show your current address.

PART 4 – DECLARATION to be completed by PSC/Youth Leader-in-Charge

Please tick the box below that applies to this applicant

a)	Volunteer Role – UK/Ireland applicant. I confirm that I have checked current and original documentation for the applicant named at Part 1. I am satisfied that the ID documentation complies with the ACCESSNI acceptable documents list as indicated by me overleaf.	
b)	Paid Role – UK/Ireland* applicant. I confirm that I have checked current and original documentation for the applicant named at Part 1. I am satisfied that the ID documentation complies with the ACCESSNI acceptable documents list as indicated by me overleaf. I enclose a cheque for £33 made payable to, “Northern Dioceses Vetting” . (* Please refer to footnote on page 3)	
c)	Volunteer Role – Applicant is not from UK or Ireland. I confirm that I have checked current and original documentation for the applicant named at Part 1. I am satisfied that the ID documentation complies with the ACCESSNI acceptable documents list as indicated by me overleaf. (Acceptable documents are: <ul style="list-style-type: none"> • Group 1: Passport. • Group 2(a): Current Driving Licence photocard, Immigration document, Visa or Work permit. • Group 2(b): Bank or Building Society statement or Letter of Sponsorship from a future employer or voluntary organisation) 	
d)	Paid Role – Applicant is not from UK or Ireland. I confirm that I have checked current and original documentation for the applicant named at Part 1. I am satisfied that the ID documentation complies with the ACCESSNI acceptable documents list as indicated by me overleaf. I enclose a cheque for £33 made payable to, “Northern Dioceses Vetting” . I have confirmed that the applicant has the right to work in the UK. (NB. The Verifier is required to check that the applicant has a right to work in the UK. Official Government guidance is available at https://www.gov.uk/check-job-applicant-right-to-work. We recommend reading the following publication:- https://www.gov.uk/government/publications/right-to-work-checks-employers-guide	

Signed: Catholic Church Identity Verifier

Please print name:

Contact telephone number:

Contact email address:

Date:

Data Protection: This form will be securely held by the Catholic Church Northern Diocese Vetting Office and will be treated as strictly confidential, in accordance with the Data Protection Act 2018, the Down and Connor Privacy Notice and governed by Access NI's Code of Practice and Privacy Notice, which can be found at: <http://www.downandconnorsafeguarding.com/privacy-notices/> <https://www.nidirect.gov.uk/publications/accessni-code-practice> <https://www.justice-ni.gov.uk/publications/ani-privacy>

PLEASE POST THE FOLLOWING DOCUMENTATION TO THE NAME AND ADDRESS BELOW

- Identity Verification Form and Identity photocopies (**do not send originals**)
- “List of Acceptable Documents” page, showing which documents have been verified
- The applicant's sealed envelope containing the Confidential Declaration Form

ACCESSNI's LIST OF ACCEPTABLE DOCUMENTS

Verifier to tick the box beside the original documents that have been inspected and verified

Group 1 : Primary identity documents

<input type="checkbox"/>	Current <u>and</u> valid passport (any nationality)	<input type="checkbox"/>	Birth certificate issued within 12 months of birth. ((UK, Isle of Man or Channel Islands inc. those issued by UK authorities overseas)
<input type="checkbox"/>	Biometric Residence Permit (UK)	<input type="checkbox"/>	Long form Irish birth certificate – issued at time of registration of birth (Ireland)
<input type="checkbox"/>	Current driving licence photocard, full or provisional (UK, Ireland, Isle of Man, Channel Island)	<input type="checkbox"/>	Adoption certificate (UK, Channel Islands or Ireland)

Group 2a : Trusted government documents

<input type="checkbox"/>	Birth certificate issued after time of birth (UK, Ireland, Isle of Man or Channel Islands)	<input type="checkbox"/>	Electoral ID card (NI only)
<input type="checkbox"/>	Marriage/Civil Partnership Certificate (UK, Ireland, or Channel Islands)	<input type="checkbox"/>	Current driving licence photocard (full or provisional) All countries outside 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, Ireland)
<input type="checkbox"/>	Firearms licence (UK, Channel Islands and Isle of Man)	<input type="checkbox"/>	Immigration document, visa or work permit (issued by a country outside the UK. Valid only if the applicant is living and working outside the UK. Visa/permit must relate to the country in which the role is based.

Group 2b : Financial and social history documents

MUST BE ISSUED WITHIN THE LAST 12 MONTHS
(where amounts are showing - please black out)

<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, Channel Islands)		

Group 2b : Financial and social history documents

MUST BE ISSUED WITHIN THE LAST 3 MONTHS

<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) e.g. Electricity, Gas, Water & Telephone Landline bill
<input type="checkbox"/>	Bank or Building society statement (Outside 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, Channel Islands)		

Group 2b : Financial and social history documents

MUST STILL BE VALID

<input type="checkbox"/>	EEA National ID card	<input type="checkbox"/>	Cards carrying the PASS accreditation logo (UK, Isle of Man, 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"/>	Letter of sponsorship from future employment provider or voluntary organization (Non-UK only. Valid only for applicants residing outside UK and Ireland at time of application)
<input type="checkbox"/>	Irish Passport Card. (Cannot be used with an Irish Passport)		

- **Irish citizens** continue to have unrestricted access to work in the UK. From 1 July 2021, they can prove their right to work using their Irish passport or Irish passport card, or their Irish birth or adoption certificate together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer. There is no requirement for a retrospective check to be undertaken on **EEA citizens** who entered employment up to and including 30 June 2021.