CATHOLIC CHURCH NORTHERN DIOCESES (April 2025)
Vetting Application Form

For official use only			
Application Form received		Tracked	
CDF received		Results on Database	
On Database		FTA Letter issued	
Submitted online			

PSC: Please record applicant's 10 digit Access NI Case Reference Number below:									

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

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)

SURNAME: (Block Capitals) _____

FORENAMES (Block Capitals) _____

MIDDLE NAMES _____ **"ALSO KNOWN AS " NAMES**_____

(The names above must also appear on the Access NI online Enhanced Disclosure Application)

PREVIOUS SURNAMES (Block Capitals) _____

D.O.B: _____/_____/_____ **Please tick: Male:** ☐ **Female:** ☐

ADDRESS: (Block Capitals) _____

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

EMAIL ADDRESS:_____

Signed:_____ **Date:**_____

I confirm that the information I have state above is a full and accurate record.

PART 2 – ROLE DETAILS – to be completed by PSC Chair/LSR/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, (current in April 2025) made payable to "Northern Dioceses Vetting"

Parish/Organisation:_____

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

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Part 3 - Checklist & Declaration to be completed by PSC/LSR/Youth Leader-in-Charge		Please tick all relevant boxes when completed
a)	Ensure Part 1 is fully completed and signed off by the applicant	
b)	Ensure Part 2 is fully completed by the PSC/LSR or Youth Leader in Charge	
c)	Provide applicant with the document named: *"Applicant Guidance for Enhanced Applications – March 2025"*	
d)	Provide applicant with Confidential Declaration Form	
e)	Enter Applicant's Access NI's10 digit Case Reference number at top of Page 1	
f)	**Paid Role – UK/Ireland* applicant.** I enclose a cheque for £32 made payable to: ***Northern Dioceses Vetting*.**	
g)	**Paid Roles – Applicant is not from UK or Ireland.** I enclose a cheque for £32 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 Representative		
Please print name:		
Contact telephone number:		**Date:**
Contact email address:		

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 return to:

THE REGISTERED PERSON, Catholic Church Northern Diocese – Vetting Office
120 Cliftonville Road, Belfast, BT14 6LA.

Tel: 02890 492783. Email: vetting@soddc.org