**Parish of ………………**

**Volunteer Application Form  
ADULT SAFEGUARDING**

**OTHER INFORMATION**

**PLEASE OUTLINE ANY OTHER INFORMATION RELEVANT TO THIS ROLE (***e.g. Medical conditions or allergies)*

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**LEADERSHIP ROLE**

**PLEASE OUTLINE THE GROUP(S) AND LEADERSHIP ROLE(S) YOU WOULD LIKE TO UNDERTAKE AS A LEADER**

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**WHY DO YOU WANT TO UNDERTAKE THIS ROLE(S)?**

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***TO BE COMPLETED BY THE APPLICANT*Parish of ……………… **

**CONTACT DETAILS**

**FULL NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE OF BIRTH:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ M/F:\_\_\_\_\_\_\_**

**ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**CONTACT No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONTACT E-MAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PREVIOUS NAME** (IF DIFFERENT TO ABOVE)? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXPERIENCE**

**PLEASE HIGHLIGHT ANY EXPERIENCE OF WORKING WITH ADULTS IN A PAID OR VOLUNTARY CAPACITY. GIVE OUTLINE DATES IF POSSIBLE.**

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**DECLARATIONS**

Have you ever been convicted of a Criminal offence or been the subject of a caution or bound over order? **YES NO**

If yes, please list below the nature and date(s) of the offence.

**NATURE OF OFFENCE**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I consent to Access NI Vetting being undertaken for the role for which I have applied. **YES NO**

I confirm that nothing in my personal or professional background deems me unsuitable for a post, **YES NO**

which involves working with adults at risk of harm.

I acknowledge that I have read the Adult Safeguarding Policy NIand declare I will uphold

this policy in the role(s) I have applied for. (An up-to-date copy of the policy can be found on **YES NO** *https://www.ireland.anglican.org/about/safeguarding/)*

I further state that I shall exercise a duty to care for any children in my charge*.* **YES NO**

***General Data Protection Regulation (GDPR):*** *We are committed to protecting your personal information. By completing and signing this form you are confirming that you are consenting to the parish holding and processing your personal data, including training for the purpose of contacting you by post, phone or electronically with regard to church activities. If you have any questions about how we process your personal date contact a member of the Select Vestry.*

**NAME (print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NEXT STEPS**

*Please return this form to a member of the Parish Panel, they will contact you to arrange an informal interview.*

*With this application form you should have received a* ***Pin Notification and ID Validation Form.*** *Please complete the instructions on this in regard to Access NI vetting and bring the form (and supporting document originals) to the interview.*

***Please note that a leadership role can only be undertaken once the Parish Panel have formally approved it.***

**REFERENCES**

*Please provide the names and addresses of two people who we could contact for a reference (not relatives).*

**(1) FIRST REFEREE (2) SECOND REFEREE**

**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TRAINING DECLARATION**

*If you have not undertaken any Adult Safeguarding training please leave this section blank.*

I have attended training which has introduced me to the Church of Ireland Adult Safeguarding and the recommended procedures to be followed when working with adults at risk of harm have been explained to me.

**DATE OF TRAINING:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VENUE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Volunteer Application Form – Adults**

***\*\*\*TO BE COMPLETED BY THE SELECT VESTRY\*\*\****

**NOTES:**

***Interviews for Access:NI checks do not need to be ‘re-done’ if a volunteer has been vetted before for the parish and continued to work in parish activities. However, should you wish to do checks again for long-serving volunteers this is at your discretion and should take place in the context of a new interview.***

***If a break of 6 months or more occurs in any volunteer’s service then a new interview and vetting process should be undertaken.***

**APPLICATION AND VALIDATION FORMS:**

**DATE APPLICATION FORMS RECEIVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FORMS COMPLETE? YES / NO**

**INTERVIEW:** *(Or refresher interview if the volunteer has been in the role previously)*

**SELECT VESTRY MEMBER (1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SELECT VESTRY MEMBER (2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SELECT VESTRY MEMBER (3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF INTERVIEW:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***RECOMMENDATION*** (circle): **APPROVED / NOT APPROVED / DEFERRED**

**NOTES:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**REFERENCES:**

**REFERENCE (1) RECEIVED: YES / NO REFERENCE (2) RECEIVED YES / NO**

**REFERENCE (1) FOLLOWED UP: YES / NO REFERENCE (2) FOLLOWED UP: YES / NO**

**OUTLINE THE GROUP(S) AND LEADERSHIP ROLE(S) YOU WOULD LIKE TO UNDERTAKE AS A LEADER**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**VETTING CLEARANCE:**

***Once the vetting process has taken place the applicant will be issued with a digital Access:NI certificate, that they may share with you on-line, or a physical certificate that they may show you in person. Volunteers should not be undertaking any work until this is received.***

***Please note below the date of receiving the certificate. If any information to debar appointment is shown please contact the Church of Ireland Safeguarding Officer.***

**DATE ACCESS NI VETTING DATE ON THE**

**DISCLOSURE RECEIVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CERTIFICATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANY INFORMATION TO DEBAR APPOINTMENT? YES / NO**

**ACCESS NI VETTING:**

**PLEASE COPY THE 10 DIGIT ACCESS NI REFERENCE NUMBER FROM THE APPLICANT’S VALIDATION FORM**

**\_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_**

**CONFIRMATION THAT THE ORIGINALS OF IDENTITY DOCUMENTS HAVE BEEN RECEIVED & COPIED**

*(These should be as per the document guidance and named in the section below. Most applicants will only need 3 documents.*

*A* ***copy*** *of the originals identity documents should be taken, either physically or digitally and sent to the Church of Ireland vetting office along with the applicant’s original Pin Notification and Validation form.*

**1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***(If necessary)***

**DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE(INCUMBENT):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COMMENCEMENT IN ROLE**

*(Date volunteer can start their work)*

**DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DECISION NOTIFIED** (circle):

**APPOINTED**

**NOT APPOINTED**

**TRAINING:**

*(Adult Safeguarding training must be completed within 12 months of appointment)*

**TRAINING DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VENUE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **PIN NOTIFICATION AND ID VALIDATION FORM** |  |

**Applicant instructions**

1. Go to [www.nidirect](http://www.nidirect).gov.uk/accessni
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 ‘Apply for Disclosure Certificates’
4. Choose the Enhanced option.
5. Enter the PIN number below at Step 1 of the form completion

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **9** | **1** | **8** | **0** | **6** | **6** |

1. A paper copy of the certificate can be requested by ticking the appropriate box on the online application (step 8). Otherwise the certificate will be sent to your AccessNI account. The certificate can then be forwarded by email to your rector or other member of the Parish Panel.
2. Complete the remainder of the form and click on **SUBMIT**  to finish the on-line process.
3. You must note the 10 digit AccessNI reference number in the boxes below:-

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Application Reference[[1]](#footnote-1) |  |  |  |  |  |  |  |  |  |  |  |

*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.*

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

**Identity validation**

Applicants must **provide a minimum of 3 documents (see overleaf) and the documents must be original** not copies**.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant details as they appear on the ID documentation provided:** | | | | | | | | | | | | | |
| Full name |  | …………………………………………………………………………………………… | | | | | | | | | | | |
| Date of Birth | : |  |  | / |  |  | / |  | |  |  |  |
|  |  |
| Current postcode | : |  |  |  |  |  |  |  |

Position applied for …………………………………………………………………………………………....

**The applicant should read the statement below and sign.**

I understand that the position is one of regulated activity with children and that a Barred List Check will be carried out

Signed : **by the Applicant** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I confirm I have received copies of the ID documentation as required on the attached sheet.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | / |  |  | / |  |  |  |  |

**Date of ID Check:**

**Signed (Incumbent): ………………………………………………………. Parish:………………………………….**

*The Church has a policy on the recruitment of ex-offenders which is available from a member of the parish panel on request.*

*AccessNI has a Code of Practice, which all organisations registered with ANI under Section 120 of the Police Act 1997 must adhere to. The Code of Practice can be found at the following link:* [*www.nidirect.go.uk/publications/accessni-code-practice*](http://www.nidirect.go.uk/publications/accessni-code-practice) *(or a copy will be supplied to you by a member of the parish panel on request.*All applicants must **provide a minimum of 3 documents and the documents must be original** not copies**.** Applicants can follow one of two routes:

**Route 1**

An applicant must provide;

1 document 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.

**Route 2**

This applies only where an applicant does not have Group 1 documentation. The applicant must provide;

4 documents from Group 2a and 2b

One document must be a birth certificate issued after the time of birth. One document must show the applicant’s current address.

For all applicants who require an AccessNI check for employment purposes, the counter signatory declaration has been amended. A signatory must now; in addition to checking the applicant’s identity documents confirm the employing organisation has checked the individual has a right to work in the UK.

**Group 1: Primary identity documents**

|  |  |
| --- | --- |
| **Document** | **Notes** |
| Passport | Any current andvalid passport |
| Biometric Residence permit | UK |
| Current driving license photocard (full or provisional) | UK, Isle of Man, Channel Islands, Republic of Ireland or any EEA country |
| Birth certificate issued at time of birth | UK, Isle of Man, Channel Islands – including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces |
| Long form Irish birth certificate issued at time of registration of birth | Republic of Ireland |
| Adoption certificate | UK, Isle of Man or Channel Islands |

**Group 2a: Trusted government documents**

|  |  |
| --- | --- |
| **Document** | **Notes** |
| Birth certificate issued after time of birth | UK, Isle of Man, Channel Islands or Ireland |
| Marriage/Civil Partnership Certificate | UK, Isle of Man, Channel Islands or Ireland |
| HM Forces ID card | UK |
| Firearms licence | UK, Isle of Man and Channel Islands |
| Electoral ID card | Northern Ireland only |
| Current valid driving licence photocard (full or provisional) | All countries outside the EEA |
| Current driving licence (full or provisional) – paper version (if issued before 1998) | UK, Isle of Man, Channel Islands and EEA |
| Immigration document, visa or work permit | Issued by a country outside the EEA – valid only if the applicant is working in the country that issued the document |

**Group 2b: – Living and Social history documents**

|  |  |  |
| --- | --- | --- |
| **Document** | **Notes** | **Issue date/validity** |
| Mortgage Statement | UK or EEA | Within last 12 months |
| Financial statement, for example ISA, pension or endowment | UK | Within last 12 months |
| P45 or P60 statement | UK or Channel islands | Within last 12 months |
| Land and Property Services rates demand | Northern Ireland only | Within last 12 months |
| Council tax statement | Great Britain and Channel Islands | Within last 12 months |
| Credit card statement | UK or EEA | Within last 3 months |
| Bank or Building Society statement | UK or EEA | Within last 3 months |
| Bank or Building Society statement | Countries outside the EEA | Within last 3 months – branch must be in the country where the applicant lives and works |
| Bank or Building Society account opening confirmation letter | UK or EEA | Within last 3 months |
| Utility bill (not mobile phone) | UK or EEA | Within last 3 months |
| Benefit statement, for example Child Benefit, pension etc | UK and Channel Islands | Issued in last 3 months |
| 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 | |  | | --- | | Issued in last 3 months | |
| EU national ID card |  | Must be valid |

|  |  |  |
| --- | --- | --- |
| Document | Notes | Issue date/validity |
| 60+ or Senior (65+) SmartPass issued by Translink | Northern Ireland | Must be valid |
| yLink card issued by Translink | Northern ireland | Must be valid |
| Cards carrying the PASS accreditation logo | UK, Isle of Man and Channel Islands | Must still be valid |
| 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 | Must still be valid |
| Letter of sponsorship from future employer or voluntary organisation | Non UK or non EEA only for applicants residing outside UK at time of application | Must still be valid |

1. *The church has a policy on the Secure Handling, Use Storage and retention of Disclosure Information, available from the Panel on Request* [↑](#footnote-ref-1)