



**SAFEGUARDING  
CHURCH OF IRELAND**



## ACCESSNI APPLICATION PACK

### CONFIDENTIAL DECLARATION FORM

The Church of Ireland is very aware of the sensitive and confidential nature of the information contained in this document and we wish to assure you that it will be treated in the utmost confidence and handled securely according to the Data Protection Act 2018.

You have applied for a role, which is a Regulated Activity, as defined by the Safeguarding Vulnerable Groups (N.I.) Order 2007 and also falls within the definition of an “excepted” position as provided by the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979, therefore convictions that would not currently be filtered off a Standard or Enhanced check must be disclosed, you can find more information at this link <https://www.disclosureni.com/content-pages/accessni-filtering-specified-offences>. Having a criminal record will not necessarily bar you from working or volunteering within the Church of Ireland. This will depend on the nature of the position and the circumstances and background of your offences. This information will be verified through an AccessNI **ENHANCED** Disclosure.

Contained within this pack is all the information that you will need to complete an AccessNI check. The Church of Ireland Safeguarding Board will facilitate this check. Please see below for details of how to complete this form. There are two parts to this process: online registration and completion of this pack. All applicable sections must be completed before your application can be processed.

*Please refer to AccessNI Code of Practice, Church of Ireland Policy on Recruitment of Ex-Offenders, GDPR and Safeguarding Guidance, and Secure Handling, Use, Storage and Retention Statement which are available at: [www.safeguarding.ireland.anglican.org/accessni](http://www.safeguarding.ireland.anglican.org/accessni)*

**SECTION 1** outlines the online process required for AccessNI via the NI Direct website and includes the unique PIN number for Lead Signatory of the Church of Ireland Safeguarding Board.

**SECTION 2** is where applicants fill out their details and give permission for the check to proceed. **All** forenames and previously used surnames **MUST** be included at this point.

**SECTION 3** should only be completed by the Authorised Signatory (usually the incumbent for parishes).

**SECTION 4** is the checklist of applicable ID.

Once the pack has been completed fully, pages 1,2 and 4 should be returned via email to: [AccessNI.admin@rcbcoi.org](mailto:AccessNI.admin@rcbcoi.org). Or by post to Vetting Team, Church of Ireland House, Church Avenue, Rathmines, Dublin 6, D06 CF67. The complete pack should be retained by the parish or diocese in line with GDPR requirements

*If you are sending pages electronically please ensure you password protect the documents.*

**Please do not send supporting ID documents.**

**THIS PAGE DOES NOT NEED TO BE RETURNED**



# PIN NOTIFICATION FORM

## SECTION 1

### APPLICANT INSTRUCTIONS

1. Go to <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>
2. Select the green button to create a nidirect account and apply for a check. If you already have a nidirect account you should use this. You may be prompted to uplift this account to a higher level – instructions will appear on screen. [Guidance document to create a nidirect account](#)
3. You will need to retain your login credentials for future use.
4. A digital identity validation will be conducted when you create or uplift the nidirect account. Your current name, DoB and current address will be verified by nidirect. You will be asked to upload the required identity documentation and provide a selfie. Instructions will appear on screen. If there are problems creating this account contact nidirect on **0300 200 7868** or email [nida@nidirect.gov.uk](mailto:nida@nidirect.gov.uk).
5. Once you have successfully created/logged in, you will be taken to the on-line AccessNI application. If your nidirect account is not activated automatically and goes to the manual verification queue you will need to select the link at step 1 again, when your nidirect account has been activated, log in to complete the AccessNI application.
6. Enter the PIN number below at **Step 1** of the form completion.

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7. Please include your parish name, diocese or organisation in Organisation Reference
8. Complete the remainder of the application.
9. Upload the required identity documents to the AccessNI application form. You are required to upload **two** identity documents, chosen from the AccessNI list provided in Section 4, to the AccessNI application form to allow the Signatory to verify that middle names and previous surnames have been provided. To help avoid delays, where possible the following documents should be uploaded with the application form:-
  - Applicant's birth certificate issued at time of birth or another suitable document that confirms the name(s) at birth and date of birth;
  - A document that contains both the applicant's current name and photograph.
10. Continue to complete the remaining fields on the application.
11. At STEP 12 you must confirm and date the declaration.
12. When you click on **confirm and proceed** the application will be automatically forwarded to the Church of Ireland Safeguarding Board for approval.
13. Once completed please note the 10-digit AccessNI application reference number below.  
Application Reference
14. Sign and date Section 2 and give it to your Authorised Signatory (usually the incumbent for parishes) who will complete Section 3
15. The Authorised Signatory will ensure copies of pages 1,2 and 4 of this pack are received by the Church of Ireland Safeguarding Board.



**SECTION 2**

**ROLE VALIDATION**

Surname										
Previous Surnames										
<b><u>ALL</u> FORENAMES</b>										
Date of Birth <i>DD / MM / YYYY</i>			/			/				
Current Address										
								Postcode		
Phone Number										
Email Address										

**ROLE DETAILS**

Role applied for*										
Parish										
Diocese**										

\* For example Sunday School Teacher

\*\**(Armagh, Clogher, Connor, Derry & Raphoe, Down & Dromore, Kilmore)*

Is this Role regulated activity? (As defined by AccessNI) **Yes**      **No**  
*Please refer to the guidance for regulated activity on our website:*  
[www.safeguarding.ireland.anglican.org/accessni](http://www.safeguarding.ireland.anglican.org/accessni)

Is it a Paid Role? *\*Paid Roles will require a cheque to be submitted for £32.00. An invoice will be sent to the Parish/Organisation usually within 28 days.* **Yes**      **No**

Is this Role working with children? **Yes**      **No**

Is this Role working with adults at risk of harm / in need of protection? **Yes**      **No**

The Disclosure and Barring Service maintains lists of individuals who are barred from engaging in Regulated Activity with children or with adults at risk of harm / in need of protection. The need for a barred list check is role dependent.

Is there any reason why you cannot work in regulated activity?  
 (Use separate sheet if necessary) **Yes**      **No**



Please be aware that a criminal record will not necessarily prevent applicants from gaining a position. It is ***your responsibility*** to provide the certificate to your Incumbent/Panel Member.

Do you have any convictions, cautions, informed warnings or diversionary youth conferences that are not subject to filtering, or do you have any cases pending? *(Refer to the Confidential Declaration Form in this pack for further information)*

**Yes**

**No**

If yes, please give details. *(Continue on a separate sheet if necessary)*

Have you ever been or are you the subject of an investigation due to concerns about the treatment of children / adults at risk of harm / in need of protection?

**Yes**

**No**

If yes, please give details below. *(Continue on a separate sheet if necessary)*

### DATA PRIVACY STATEMENT

The data contained in this form will be held in line with the Data Protection Act 2018. We use the information on this form to process your vetting information in line with Regulations under Part 5 of the Police Act 1997 (as amended). The data on this form will be shared with AccessNI and held by your parish or dioceses in line with GDPR and the Church of Ireland Safeguarding Board in line with the Service Level Agreement signed by your organisation. AccessNI have a detailed privacy statement outlining how they store, process and share your data which you can read here <https://justice-ni.gov.uk/publications/ani-privacy>.

If you wish to ask any questions in relation to data protection or wish to make a complaint you can contact the Church of Ireland's Data Protection Officer at [dataprotection@rcbcoi.org](mailto:dataprotection@rcbcoi.org) or you can contact the Information Commissioner's Office via their website here [www.ico.org.uk](http://www.ico.org.uk).



## DECLARATION

Please ensure you have read the contents of this pack including the Confidential Declaration Form on the first page, before ticking the boxes below to confirm that you have read, understood and consent to these statements.

I understand that the relevant pages of this form will be retained by the Church of Ireland Safeguarding Board for 90 days after the certificate has been issued. After that period all documentation will be destroyed. Records that relate to the name, date and fact that I applied for and received an AccessNI check will be retained on a secure RCB server in line with data protection policy and procedures. A copy of the complete form will be held by the diocese or parish in line with GDPR.

I have read the Confidential Declaration Form in this pack and understand that I will be undertaking regulated activity or a role which requires an Enhanced Disclosure Check and that a "Barred List Check" may be required. I understand that it is a criminal offence to apply for a position of regulated activity if I am on one of the barred lists. I give my consent to proceed with a Barred List Check if required.

I understand that the parish or diocese and not the Church of Ireland Safeguarding Board will be responsible for the decision on whether or not to offer me a position. Contact details provided in this pack will be used to contact me if necessary regarding my application.

I understand the recruitment of ex offenders procedure outlined here <https://safeguarding.ireland.anglican.org/access-ni/>.

I confirm that all the information I have provided is correct.

Applicant's signature	
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Date DD / MM / YYYY			/			/				
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### SECTION 3

## FOR COMPLETION BY AUTHORISED SIGNATORY

I confirm that the applicant is applying for the role as described in Section 2.

Date DD / MM / YYYY			/			/				
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Signed (Authorised Signatory)	
Parish	
Diocese	

Once the pack has been completed, it should be retained by the parish or diocese in line with GDPR and pages 1,2 and 4 must be returned by the Authorised Signatory via email to: [AccessNI.admin@rcbcoi.org](mailto:AccessNI.admin@rcbcoi.org) or by post to Vetting Team, Church of Ireland House, Church Avenue, Rathmines, Dublin 6, D06 CF67.



## SECTION 4 ACCESS NI LIST OF ACCEPTABLE DOCUMENTS

Original Birth certificate (issued within 12 months of birth)	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces
Certified copy of birth certificate (issued more than 12 months after time of birth)	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
Passport	Any current and valid passport
Irish Passport Card	Cannot be used with an Irish passport, Current and Valid
Current driving licence photocard	Full or provision - 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)
Current driving licence (full or provisional) - paper version (if issued before March 2000)	UK, Isle of Man, Channel Islands and Ireland
e-Visa	Upload weblink and share code
Application Registration Card (ARC)	Issued by the Home Office. Must be checked against the Home Office Employer Checking Service
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, Current and Valid
Electoral ID card	Northern Ireland only
Marriage / Civil Partnership certificate	UK, Channel Islands or Ireland
HM Forces ID card/HM Armed Forces Veteran Card	UK
Firearms licence	UK, Channel Islands and Isle of Man, Current and Valid
Mortgage Statement	UK or Ireland, dated within 12 months
Financial statement, for example ISA, pension or endowment	UK or Ireland, dated within 12 months
P45 or P60 statement	UK or Channel Islands, dated within 12 months



Land and Property Services rates demand	Northern Ireland only, dated within 12 months
Council tax statement	UK or Channel Islands, dated within 12 months
Credit card statement	UK or Ireland, dated within 3 months
Bank or Building Society statement	UK, Channel Islands or Ireland, dated within 3 months
Bank or Building Society statement - Countries outside the UK	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or Building Society account opening confirmation letter	UK. Issued within the last 3 months.
Utility bill (not mobile phone)	UK or Ireland, dated within 3 months
Benefit statement, for example Child Benefit, Pension etc	UK, dated within 3 months
Official Government/Council Document	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, dated within 3 months. HMRC self-assessment or tax demand letter, dated within 12 months. UK and Channel Islands.
European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)	UK, must be valid.
EEA National ID card	Current and Valid
SmartPass issued by Translink	Northern Ireland
yLink card issued by Translink	Northern Ireland
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands, Current and Valid
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
Exceptional circumstances – Document agreed with Church of Ireland Safeguarding Board	Cannot be used unless advised by Church of Ireland Safeguarding Board

**This information should be retained in line with the General Data Protection Regulations and Safeguarding NI document available here: <https://safeguarding.ireland.anglican.org/wp-content/uploads/2025/07/NI-Child-General-Data-Protection-Regulation-GDPR.pdf>**