

PIN NOTIFICATION AND ID VALIDATION FORM



PART A- APPLICANT INSTRUCTIONS

1. Go to www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body
2. Select the green button to Apply for an **enhanced check** through a registered body.
3. 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]
4. Once you have successfully logged in, you will be taken to the on-line application
5. Enter the PIN number below at **Step 1** of the form completion; **309380** if submitting to Nicky Flanagan, **971556** if submitting to Sean O'Hare, **959703** if submitting to Liam Corr, or **736342** if submitting to Jolene Donnelly
6. Complete the remainder of the form and click on **confirm and proceed** to finish the on-line process.
7. Ensure that you complete **Page 3 Organisation Reference** – Insert your club name
8. You must note below the 10 digit AccessNI reference number in the boxes below:-

Application Reference*

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9. Once you have completed the 8 steps in part A above, please arrange to have your ID checked by a cub committee member. Ensure that the ID documents shown are photocopied and returned with this form to the IABA.

PART B- IDENTITY VALIDATION

Three documents should be produced in the name of the applicant; **one from Group 1 and two from Group 1 or 2a or 2b**. At least one document must show the applicant's current address. If this is not possible, then **four documents from Group 2a and 2b** should be produced, one of which being a birth certificate issued after the time of birth. One document must show the applicant's current address.

Applicant details as they appear on the ID documentation provided:

Surname First Name Middle Name(s)

Address POSTCODE:

Driving licence number Passport number

National Insurance Number Date of Birth

Contact Number Email Club

Signed Dated

I confirm I have seen the original ID documentation as indicated (ticked) on the attached sheet.

Date of ID check :

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Signed :

Name (Capitals) :

*This is the 10 digit case reference number provided on the confirmation page (Step 12) and email when the applicant completes their details on the AccessNI on-line system. In accordance with the new General Data Protection Regulations all documents provided will be destroyed by the IABA after 90 days.

GROUP 1

- | | |
|---|--|
| <input type="checkbox"/> Current passport (any nationality) | <input type="checkbox"/> Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth |
| <input type="checkbox"/> Biometric Residence Permit (UK) | <input type="checkbox"/> Original long form Irish birth certificate –issued at time of registration of birth (ROI) |
| <input type="checkbox"/> Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EEA country) | <input type="checkbox"/> Adoption certificate (UK, Isle of Man or Channel Islands) |

GROUP 2a

- | | |
|---|---|
| <input type="checkbox"/> Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth | <input type="checkbox"/> Electoral ID card (NI only) |
| <input type="checkbox"/> Marriage/Civil Partnership Certificate (UK, ROI, Isle of Man or Channel Islands) | <input type="checkbox"/> Current driving licence photocard (full or provisional) All countries outside the EEA |
| <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, EEA) |
| <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 EEA – valid only if the applicant is working in the country that issued the document) |

GROUP 2b

- | | |
|--|---|
| <input type="checkbox"/> Mortgage Statement (UK, EEA) | <input type="checkbox"/> Land and Property Services rates demand (NI only) |
| <input type="checkbox"/> Financial statement, for example ISA, pension or endowment (UK) | <input type="checkbox"/> Council tax statement (Great Britain, Channel Islands) |
| <input type="checkbox"/> P45 or P60 statement (UK, Channel Islands) | |

Above documents must be issued within the last 12 months

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|--|--|
| <input type="checkbox"/> Credit card statement (UK,EEA) | <input type="checkbox"/> Bank or building society account opening confirmation letter (UK, EEA) |
| <input type="checkbox"/> Bank or Building society statement (UK, EEA) | <input type="checkbox"/> Utility bill (not mobile phone) (UK, EEA) |
| <input type="checkbox"/> Bank or Building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works) | <input type="checkbox"/> Benefit statement, for example Child Benefit, Pension etc (UK, Channel Islands) |
| <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) | |

Above documents must be issued within the last 3 months

- | | |
|---|--|
| <input type="checkbox"/> EU 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 or non-EEA only for applicants residing outside UK at time of application) |

Above documents must be valid at the time of checking

This form can be completed with the help of an IABA Employee or appointed representative who is required to take copies of the documents provided to ensure a thorough and robust ID check is carried out. These Documents will be retained on file in line with the new data protection legislation (GDPR) and will be destroyed after 90 days.

Please return this document and copies of documents you have taken to: Private & Confidential, IABA, House of Sport, 2a Upper Malone Road, Belfast, BT9 5LA