



Applicant instructions

1. Go to www.nidirect.gov.uk/apply-for-a-basic-check-through-a-responsible-body
2. Select the green button to create a nidirect account and apply for a basic check, if you already have a nidirect account you can use this rather than creating a new one.
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

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6. Complete the remainder of the form and click on **confirm and proceed** to finish the on-line process.
7. You must note below the 10 digit AccessNI reference number in the boxes below:-

Application Reference¹

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

Identity validation

Three documents must be produced in the name of the applicant; **one from Group 1 and a further two from any Group**. 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 of these documents must show the applicant's current address.

Applicant details as they appear on the ID documentation provided:

Surname..... Any other Surname(s)

First Name..... Middle Name(s).....

Date of Birth :

		/			/				
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Current postcode :

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Driving licence number..... Passport number.....

National Insurance Number.....

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

Date of ID check :

		/			/				
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Signed :

Name (Capitals) :

¹ This is the 10 digit case reference number provided on the confirmation page (Step 11) and email when the applicant completes their details on the AccessNI on-line system.

GROUP 1 : Primary identity documents

- | | |
|--|---|
| <input type="checkbox"/> Current passport (any nationality) | <input type="checkbox"/> Original birth certificate (UK, Isle of Man and Channel Islands including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces) issued with 12 months 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 (Ireland) |
| <input type="checkbox"/> Current driving licence (UK, Isle of Man, Channel Islands or Ireland) | <input type="checkbox"/> Adoption certificate (UK, Channel Islands or Ireland) |

GROUP 2a : Trusted government documents

- | | |
|---|--|
| <input type="checkbox"/> Birth certificate (UK, Isle of Man, Channel Islands or Ireland) issued after time of birth | <input type="checkbox"/> Electoral ID card (NI only) |
| <input type="checkbox"/> Marriage / Civil Partnership Certificate (UK, Channel Islands or Ireland) | <input type="checkbox"/> Current driving licence photocard, full or provisional (All countries outside of 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 and Ireland) |
| <input type="checkbox"/> Firearms licence (UK, Channel Islands or Isle of Man) | <input type="checkbox"/> 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) |

GROUP 2b : Financial and social history documents

- | | |
|---|--|
| <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 or Channel Islands) | |

Above documents must be issued within the last 12 months

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|---|--|
| <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) |
| <input type="checkbox"/> Bank or Building society statement (Countries outside the 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 and Channel Islands) | |

Above documents must be issued within the last 3 months

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

Above documents must be valid at the time of checking

THIS FORM SHOULD BE RETAINED WITHIN YOUR ORGANISATION

PLEASE DO NOT SEND IT TO ACCESSNI