

# PIN NOTIFICATION AND ID VALIDATION FORM



## Applicant instructions

1. Go to [www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body](http://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

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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 Reference<sup>1</sup>

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

## Identity validation

Three documents should be produced in the name of the applicant; **one from Group 1 and two from Group 2**. If this is not possible, then **four documents from Group 2** should be produced, one of which being a birth certificate issued after the time of birth. At least one of these documents should be photographic identification.

### Applicant details as they appear on the ID documentation provided:

Full name .....

Date of Birth : 

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Current postcode : 

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### **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) : .....

<sup>1</sup> 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.