## Information form

Name of Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (including all names)

Applicant's County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART A**

**You are required to meet with the applicant face-to face to check their identity documents.**

Three documents must be provided in the name of the applicant; **one from Group 1 and two from Groups 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. This information will be held securtely by the Appointments Secretary for 90 days.

Note: When checking all 3 ID documents, you must take all the names from all the documents and include them in the application.

**Group 1 identity documents**

You must select one from the list below:

* current passport (any nationality)
* Biometric Residence Permit (UK)
* current driving licence photocard (full or provisional) (UK, Isle of Man, Channel Islands or Ireland)
* birth certificate issued within 12 months of birth (UK, Isle of Man or Channel Islands)
* original long form Irish birth certificate issued at time of registration of birth (Ireland)
* adoption certificate (UK, Channel Islands or Ireland)

**Group 2a identity documents**

You must select two from the list below:

* birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth
* marriage/civil partnership certificate (UK, Channel Islands or Ireland)
* HM Forces ID card (UK)
* firearms licence (UK, Channel Islands and Isle of Man)
* 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 1998 (UK, Isle of Man and Channel Islands)
* electoral ID card (NI only)
* Immigration document, visa or work permit (UK)

**Group 2b documents**

From the list below, you must use documents issued in the last 12 months:

* mortgage statement (UK or Ireland)
* financial statement, for example ISA, pension or endowment (UK or Ireland)
* P45 or P60 statement (UK, Channel Islands)
* Land & Property Services rates demand (Northern Ireland only)
* council tax statement (UK and Channel Islands)

From the list below, you must use documents issued in the last three months:

* credit card statement (UK, Channel Islands or Ireland)
* bank or building society statement (UK, Channel Islands or Ireland)
* bank or building society statement (Countries outside the UK) – the branch must be in the country where you live and work
* 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)
* bank or building society account opening confirmation letter (UK or Ireland)
* utility bill but not a mobile telephone bill (UK or Ireland)
* benefit statement such as child benefit, pensions (UK)

Documents on the list below must be valid when you apply for the check:

* EEA National ID card
* 60+ or Senior (65+) Smartpass issued by Translink (NI)
* yLink card issued by Translink (NI)
* cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands)
* letter from head teacher or further education college principal (UK for 16 to 19 year olds in full time education, this is used if other documents cannot be provided)
* letter of sponsorship from future employment provider or voluntary organisation (valid only for applicants residing outside UK and Ireland at time of application. Irish Passport Card (cannot be used with an Irish passport.

PART B

Declaration

**Self-declaration by the applicant**

The Disclosure and Barring Service keeps two Barred lists:

* People who are unsuitable for working with children
* People who are unsuitable for working with vulnerable adults

People on these lists are barred from regulated activity with children and vulnerable adults. It is a criminal offence for someone on these lists to work or apply to work in regulated activity.

I declare that I am not on the Barred lists noted above and I undertstand that it is a criminal offence to work or apply to work in regulated activity for someone on the barred lists.

|  |  |
| --- | --- |
| Name of the applicant | Signature |

**GSL’s Declaration**

I confirm that:

* I have seen the original ID documents as indicated overleaf.
* I have explained to the applicant the significance of making a ‘Barred list check application’ should the applicant be on one of the barred lists.
* I have the applicant’s permission to progress with an application that involves the Barred list check.

|  |  |
| --- | --- |
| Date of ID check of Leader |  |
| Date AccessNI online application submitted |  |
| GSL’s nameGSL’s membership number | Signature |

When you have completed the form, please pass it in a secure way to your Appointments Secretary.

This confirms to the Appointments Secretary that the applicant is on Compass and that the AccessNI online application has been submitted.

Access NI Code of Practice can be accessed via the Access NI website - <https://www.nidirect.gov.uk/publications/accessni-code-practice>