



**Young Farmers'  
Clubs of Ulster**



### **About Access NI**

Access NI is a criminal history disclosure service in Northern Ireland. By law, some employers must check your criminal history before they recruit. When asked by these employers, Access NI supplies criminal history information about job applicants, volunteers and employees.

### **YFCU and Access NI**

As well as our safeguarding policy, YFCU are required by law to carry out an Enhanced Access NI check for any person involved in YFCU that has contact with Children or Vulnerable adults. All potential staff and volunteers with substantial access to children, young people and adults, and who hold regulated positions, as set out in the Protection of Children and Vulnerable Adults Order 2003 and the Safeguarding Vulnerable Groups (NI) Order 2007, are required to have completed an enhanced disclosure check through Access NI.

### **Disclosure question**

Before applying for an enhanced disclosure check with Access NI and YFCU, **please disclose if there is any reason why you cannot work in regulated activity?**

<b>Member response</b>	e.g. Yes/ No
<b>Date</b>	

**Having a criminal record will not necessarily debar you from working with YFCU. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate.**

**For further information, please visit**

[Access NI Code of Practice](#)

[YFCU Access NI and Disclosure Policy](#)

# YFCU 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. Sign into your account or Register 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 following PIN number to indicate you are from the YFCU.
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 Access NI reference number in the boxes below:-

4	5	1	4	6	6
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Application Reference<sup>1</sup>

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8. Bring this form along with **original ID and photocopies** to your Club Mentor or YFC Staff member to complete the Access NI application, (see below).

## 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.

The YFCU follows the Access NI Code of Practice, which can be supplied by Headquarters on request.

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

Surname..... 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.....

**From Club** ..... **Position** .....

Date of ID check : 

		/			/				
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**I confirm I have seen the original ID documentation as indicated on the attached sheet for the above person. I have cross checked and signed photocopies of the original documents which will now be emailed to Ruth Megahey in YFCU Office.**

Signed: \_\_\_\_\_ Position/Post: \_\_\_\_\_

<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 Access NI on-line system.

## 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**

- |  |  |
|--|--|
| <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**