



**SAFEGUARDING**  
CHURCH OF IRELAND



## ACCESSNI APPLICATION PACK

### CONFIDENTIAL DECLARATION FORM

The Church of Ireland is very aware of the sensitive and confidential nature of the information contained in this document and we wish to assure you that it will be treated in the utmost confidence and handled securely according to the Data Protection Act 2018.

You have applied for a role, which is a Regulated Activity, as defined by the Safeguarding Vulnerable Groups (N.I.) Order 2007 and also falls within the definition of an “excepted” position as provided by the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979, therefore **ALL** convictions including **SPENT** convictions **MUST** be disclosed. Having a criminal record will not necessarily bar you from working or volunteering within the Church of Ireland. This will depend on the nature of the position and the circumstances and background of your offences. This information will be verified through an AccessNI **ENHANCED** Disclosure.

Contained within this pack is all the information that you will need to complete an AccessNI check. The Church of Ireland will facilitate this check. Please see below for details of how to complete this form. There are two parts to this process: online registration and completion of this pack. All applicable sections must be completed before your application can be processed.

*Please refer to AccessNI Code of Practice found on: [www.safeguarding.ireland.anglican.org/accessni](http://www.safeguarding.ireland.anglican.org/accessni)*

**SECTION 1** outlines the online process required for AccessNI via the NI Direct website and includes the unique PIN number for the Church of Ireland.

**SECTION 2** is where applicants fill out their details and give permission for the check to proceed. **All** forenames **MUST** be included at this point.

**SECTION 3** should only be completed by an Incumbent or Panel Member.

**SECTION 4** is the check-list of applicable ID.

Once the pack has been completed fully it should be returned by **post only** to:

**AccessNI Administrator, Floor 2, 18-22 Hill Street, Belfast BT1 2LA**

*ALL sections should be returned, along with **COPIES** of ID used to verify the identity of the applicant.*

*Please do not send the pack and supporting ID documents separately.*

*Applications will not be accepted by email.*

**THIS PAGE DOES NOT NEED TO BE RETURNED**



# PIN NOTIFICATION AND ID VALIDATION FORM

## SECTION 1

### 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 DISCLOSURE THROUGH A REGISTERED BODY***. Please note the Applicant ***MUST*** choose the ***ENHANCED*** check or the application will be rejected by the Church of Ireland.
3. Register your account by creating a user ID & password. To track your application, details of this need to be kept safe.
4. Once you have successfully logged in, you will be taken to the online application.
5. Enter the PIN number below at *Step 1* of the form completion:

9	1	8	0	6	6
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*This is the pin number for the Church of Ireland.*

6. Please include your parish name, diocese or organisation in Organisation Reference.
7. Complete the remainder of the form and click **SUBMIT** to finish the online process.
8. Once completed please note the 10-digit AccessNI application reference number below.

Application Reference

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9. Sign and date Section 2 and give to your Incumbent/Panel Member who will complete Sections 3 and 4 to verify your identity.
10. Return this pack to the person who asked you to complete the AccessNI application.



## SECTION 2

### IDENTITY VALIDATION

Surname										
<b>ALL FORENAMES</b>										
Date of Birth <i>DD / MM / YYYY</i>			/			/				
Current Address										
						Postcode				
Phone Number										
Email Address										

### ROLE DETAILS

Role applied for										
Parish										
Diocese										

*(Armagh, Clogher, Connor, Derry & Raphoe, Down & Dromore, Kilmore)*

Is this Role regulated activity? (As defined by AccessNI)

*Please refer to the guidance for regulated activity on our website:  
[www.safeguarding.ireland.anglican.org/accessni](http://www.safeguarding.ireland.anglican.org/accessni)*

Yes  No

Is it a Paid Role?

Yes  No

Is this Role working with children?

Yes  No

Is this Role working with adults at risk of harm / in need of protection?

Yes  No

**\*Paid Roles will require a cheque to be submitted for £32.00.  
An invoice will be sent to the Parish/Organisation usually within 28 days.**



Please be aware that a criminal record will not necessarily prevent applicants from gaining a position. It is **your responsibility** to produce the certificate to your Incumbent/Panel Member.

The Disclosure and Barring Service maintain lists of individuals who are barred from engaging in Regulated Activity with children or with adults at risk of harm / in need of protection. All posts necessitating an AccessNI Enhanced Check include a check of the Barred Lists.

Have you ever been convicted, or received an official caution for a criminal offence, or have any prosecutions pending?

Yes  No

If yes, please give details of the offence. *(Continue on a separate sheet if necessary)*

Date of Conviction	Offence	Sentence

Have you ever been or are you the subject of an investigation due to concerns about the treatment of children / adults at risk of harm / in need of protection?

Yes  No

If yes, please give details below. *(Continue on a separate sheet if necessary)*

**DATA PRIVACY STATEMENT**

The data contained in this form will be held in line with the Data Protection Act 2018. We use the information on this form to process your vetting information in line with Regulations under Part 5 of the Police Act 1997 (as amended). The data on this form will be shared with AccessNI and held by the Board of Education for 90 days in accordance with AccessNI guidelines. AccessNI have a detailed privacy statement outlining how they store, process and share your data which you can read here <https://justice-ni.gov.uk/publications/ani-privacy>

If you wish to ask any questions in relation to data protection or wish to make a complaint you can contact the Church of Ireland’s Data Protection Officer at [dataprotection@rcbcoi.org](mailto:dataprotection@rcbcoi.org) or you can contact the Information Commissioner’s Office via their website here [www.ico.org.uk](http://www.ico.org.uk)



## DECLARATION

Please tick the boxes below to confirm that you have read and understood these statements.

I understand that my confidential documentation will be retained by the Church of Ireland Board of Education for 90 days after the certificate has been issued. After that period all documentation will be destroyed.

I understand that I will be working closely with children / adults at risk of harm / in need of protection and that a “Barred List Check” is required. I understand that it is a criminal offence to apply for an Enhanced Disclosure Check if I am on one of the barred lists. I give my consent to proceed with a Barred List Check.

I confirm that all the information I have provided is correct.

Applicant’s signature	
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Date <i>DD / MM / YYYY</i>			/			/				
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### SECTION 3

## FOR COMPLETION BY INCUMBENT / PANEL MEMBER

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

Date of ID check <i>DD / MM / YYYY</i>			/			/				
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Signed ( <i>Rector, Curate or Panel Member</i> )	
Parish	
Diocese	



**SECTION 4**

**GROUP 1: PRIMARY IDENTITY DOCUMENTS**

<input type="checkbox"/>	Current passport (any nationality)	<input type="checkbox"/>	Original birth certificate (UK, Isle of Man or Channel Islands) issued 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 (Ireland)
<input type="checkbox"/>	Current driving licence (UK, Ireland, Isle of Man, Channel Islands or any EEA country)	<input type="checkbox"/>	Adoption certificate (UK, Isle of Man or Channel Islands)

**GROUP 2A: TRUSTED GOVERNMENT DOCUMENTS**

<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, Ireland, 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: LIVING AND SOCIAL HISTORY DOCUMENTS**

<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)	<input type="checkbox"/>	

**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"/>	Public Services Card (Ireland)	<input type="checkbox"/>	Letter of sponsorship from future employment provider or voluntary organisation (non-UK or non-EEA only for applicants residing outside UK at time of application)
<input type="checkbox"/>	yLink card issued by Translink (NI)		

**ABOVE DOCUMENTS MUST BE VALID AT THE TIME OF CHECKING**

**PAGE TO BE RETURNED AS PART OF THE APPLICATION PACK**

**THIS FORM SHOULD BE RETAINED WITHIN YOUR ORGANISATION**