

CATHOLIC CHURCH NORTHERN DIOCESES
IDENTITY VERIFICATION FORM & LIST OF ACCEPTABLE DOCUMENTS (revised May 2018)

NOTES FOR VOLUNTEERS AND PAID STAFF:

- **PART 1:** The Applicant must complete this section (accurate information must be given, so it is not acceptable that someone else completes this section for you).
- Part 2: If you will be working within a Parish, please contact the Parish Safeguarding Committee Chair (PSC) to verify your Identity Documentation. (see refer to the Access NI "List of Acceptable Documents" below)
- PART 2: If you are working within a Youth Club setting, please contact the Youth Leader in Charge to verify your Identity Documentation (see refer to the Access NI "List of Acceptable Documents" below)

PART 1 – Applicant to complete details

Please tick: Mr Ms Miss Mrs Other _____ (eg: Dr, Fr, Sr, Rev)

All **Forenames MUST BE** provided _____ (Block Capitals)

Surname: _____ (Block Capitals)

D.O.B: ____/____/____

Address: _____ (Block Capitals)

Post Code: _____ (Block Capitals)

Please tick: Male: Female:

Contact Tel: _____

Diocese: (This relates to the Diocese you will be taking up your role), please select from the list provided below:

(eg Armagh, Down & Connor, Derry, Dromore, Clogher & Kilmore)

Parish/Organisation (Block Capitals): _____

Address of Parish/Organisation (Block Capitals) _____

Role applied for within Parish/Organisation: (Block Capitals) _____

(Please tick relevant boxes that apply to your role)

Will you be working with: Children (under 18)

Will you be working with: Vulnerable Adults

For the purposes of this application:

Are you a Volunteer or:

Are you in a Paid Role:

If ticked, please send a cheque for £33 made payable to "Northern Diocese Vetting"

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ACCESS NI "IDENTITY CHECKING" - REVISED REQUIREMENTS FROM 1st May 2018

PART 2 – PSC Chair/Youth Club Leader in Charge to complete Declaration

Applicants must provide the following:

Route 1: 1 document from Group 1 and 2 further documents from Group 1 or Group 2(a) or Group 2(b)

Route 2: If you are unable to provide documentation from Group 1 you must provide 4 documents from Group 2(a) and 2(b), (Please refer to page 3 for Access NI's "List of Acceptable Documents")

Applicants: please tick the box that applies to you:

| | | |
|--------------------------------|---------------|---|
| Are you selecting from Group 1 | (Please tick) | <ul style="list-style-type: none"> • Select 1 document from Group 1, and • 2 further documents from Group 1, or Group 2a or Group 2b. <p><u>Note:</u> One of the documents must show the applicants current address. Where possible one of the documents must have the applicants photograph.</p> |
| Are you selecting from Group 2 | (Please tick) | Select 4 documents from Group 2a and 2b of which one document <u>must be an original birth certificate</u> and a second document must show the <u>applicants current address</u> . |

Identity Document Verifier: I confirm that I have checked current and original documentation for the applicant named at Part 1: (please write the documents that you have verified below:

| | Please state document type | Reference Number (e.g "Passport Number, Driving Licence Number) |
|--|----------------------------|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| Signed: Catholic Church Identity Verifier | | |
| Please print name: | | |
| Contact telephone number (in case of any issues) | | |
| Date: | | |

PLEASE RETURN THE COMPLETED FORM TO:

The Registered Person, Catholic Church Northern Dioceses Office, Good Shepherd Centre, 511 Ormeau Road, Belfast BT7 3GS
 For all other information please contact the Vetting Office on Tel: 02890 492783, email vetting@soddc.org

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For VETTING OFFICE Purposes only:

Applicants from outside the UK - Right to work declaration (Paid Roles)

Is the applicant taking up a paid role: YES NO

If Yes, has the applicant a right to work in the UK: YES NO

Please state the documentation provided as evidence: (Refer to Annex E)

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LIST OF ACCEPTABLE DOCUMENTS – ISSUED BY ACCESS NI – 1st May 2018

Applicants can choose one of the following Routes:

Route 1: select 1 document from Group 1 and 2 further documents from Group 1, 2(a) or 2(b) below; or

Route 2: select 4 documents from Group 2(a) and 2(b) below (refer to page 1, point 1 for further information)

If an applicant is unable to meet either routes, the Vetting Office will contact Access NI for advice.

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 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 – WHERE AMOUNTS ARE SHOWING - PLEASE BLACK OUT

- | | |
|--|---|
| <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, EE) |
| <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 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 | <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

**THIS FORM SHOULD BE RETAINED WITHIN YOUR ORGANISATION
PLEASE DO NOT SEND IT TO ACCESSNI**

All driving licences must be valid: <https://www.gov.uk/driving-nongb-licence>

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ANNEX E

| Documents for non-EEA nationals doing paid work Document | Notes |
|--|--------------------------------|
| A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. | UK |
| A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question. | UK |
| A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK. | Any current and valid passport |
| A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question. | Any current and valid passport |
| A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service | UK |
| An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service. | UK |

| Applicants providing one of the following documents must also provide a current valid Passport: Document | Notes |
|--|--------------|
| A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence. | UK |
| A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. | UK |
| A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. | UK |