

CATHOLIC CHURCH NORTHERN DIOCESES

VETTING APPLICATION GUIDANCE NOTES

TO HELP THE APPLICANT COMPLETE THE FOLLOWING VETTING FORMS:

The applicant should process the forms in the order set out below by completing the **Access NI Online Application** first and when you have been assured that the application has been made, complete the **Confidential Declaration Form** and the **Identity Verification Form**.

A. Access NI Online Application

See document named **Guidance on Creating an NI Direct Account and Processing an AccessNI ONLINE Application**:

- this document is a step-by-step guide to help the applicant create their own NI Direct Account online and process their Access NI application, which the Northern Dioceses Vetting Office will receive.

B. Confidential Declaration Form

See document named, **Confidential Declaration Form**:

- the applicant must complete and sign this form, this includes answering all questions with a "YES or NO" (answering N/A is not acceptable).
- the applicant must **tick the Declaration boxes** on the second page to confirm that they have read, understood and agreed to the statements. If these boxes are not ticked, the form will be returned.
- on completion, the applicant inserts this form into an envelope and seals it and this is handed to the Parish Safeguarding Committee Chair/Deputy, in the parish where the applicant will be taking up their role. Please refer to Step D below for postal details.

Please note: this is a confidential form and no-one except the applicant and the Vetting Staff are permitted to see it for processing purposes.

C. Identity Verification Form

See document named **Identity Verification Form & List of Acceptable Documents**

- the applicant must complete Parts 1 & 2 and take it to the Parish Safeguarding Committee Chair/Deputy.
- the Parish Safeguarding Committee Chair/Deputy checks Parts 1 & 2 are completed correctly.
- the Parish Safeguarding Committee Chair/Deputy must complete Parts 3 & 4 and check that applicants Identity documents are current and within the valid dates of Access NI's "List of acceptable documents".
- the Parish Safeguarding Committee Chair/Deputy must take a photocopy of each of the Identity documents. **Please do not send us original documents.**
- the Parish Safeguarding Committee Chair/Deputy confirms with the applicant that an Access NI Online Application has been submitted. Please refer to Step D below for postal details.

D. Next Steps

- when points B & C above are completed, the Parish Safeguarding Committee Chair/Deputy will post the applicants Identity Verification Form, Identity photocopies and the sealed envelope containing the Confidential Declaration Form to the details below:

**The Registered Person
Catholic Church Northern Diocese - Vetting Office
120 Cliftonville Road
Belfast
BT14 6LA**

If you have any queries, please contact the Vetting Office on 02890 492783