

# CATHOLIC CHURCH NORTHERN DIOCESES

## IDENTITY VERIFICATION FORM & LIST OF ACCEPTABLE DOCUMENTS

(revised March 2020)

### GUIDANCE NOTES:

- **PARTS 1 & 2:** The applicant must complete parts 1 & 2 themselves - accurate information must be given. It is not acceptable that someone else completes these sections for you.
- If you will be working within a Parish setting, please contact the Parish Safeguarding Committee Chairperson (PSC)/Youth Club Leader in charge to verify your Identity Documentation. (refer to the Access NI "List of Acceptable Documents"). **ID photocopies must be taken and forwarded with this form to the Vetting Office.**
- **PARTS 3 & 4:** Must be completed by the PSC Chairperson/Youth Leader in Charge
- **PLEASE POST THE FOLLOWING DOCUMENTATION TO THE NAME AND ADDRESS BELOW:**  
Identity Verification Form, Identity photocopies (**DO NOT SEND ORIGINALS**) and the "List of Acceptable Documents" ticked page, indicating the documents the applicant has provided. Also attach the applicant's sealed envelope containing the Confidential Declaration

### PART 1 – APPLICANT'S DETAILS (to be completed by Applicant only)

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

**FORENAMES** (Block Capitals) \_\_\_\_\_

(All Forenames must be provided above and also ensure that you include all forenames in the Access NI online Application)

**SURNAME:** (Block Capitals) \_\_\_\_\_

**PREVIOUS SURNAMES** (Block Capitals) \_\_\_\_\_

used from (date) \_\_\_\_\_ to (date): \_\_\_\_\_

**D.O.B:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Please tick: Male:

Female:

**ADDRESS:** (Block Capitals) \_\_\_\_\_

**POST CODE:** (Block Capitals) \_\_\_\_\_ **Contact Tel. No:** \_\_\_\_\_

**ROLE applied for:** (Block Capitals) \_\_\_\_\_

Tick box if working with Children (under 18 yrs)

Tick box if working with Vulnerable Adults

Tick box if working as a Volunteer

Tick box if working in a Paid Role\*

\*Paid roles will require a cheque to be submitted for £33, made payable to "Northern Diocese Vetting"

**PARISH NAME:** \_\_\_\_\_

**Address of Parish/Organisation** \_\_\_\_\_

**DIOCESE** (please tick) Armagh  Clogher  Derry  Down & Connor  Dromore  Kilmore

**PART 2- IDENTITY DOCUMENTS (to be completed by Applicant)**

Please refer to the "List of Acceptable Documents" and confirm below which route you have selected to verify your identity. (Applicants from outside the UK/EEA should consult with the Parish Safeguarding Committee Chairperson/Deputy for help with appropriate documentation)

Are you selecting from <b>Route 1</b>  <b>(3 documents in total)</b>	<b>(Please tick)</b>	<ul style="list-style-type: none"> <li>• Provide 1 document from Group 1, <u>and</u></li> <li>• 2 further documents from Group 1, or Group 2a or Group 2b.</li> </ul>
	Note:	<ul style="list-style-type: none"> <li>• One of the documents must show your current address.</li> <li>• Where possible one of the documents must have your photograph.</li> </ul>
Are you selecting from <b>Route 2</b> <b>(4 documents in total)</b>	<b>(Please tick)</b>	Provide 4 documents in total from Group 2a and 2b of which one document <u>must be a birth certificate issued after the time of birth</u> and a second document must show your <u>current address</u> .

**PART 3 - TO BE COMPLETED BY PSC CHAIR/YOUTH CLUB LEADER IN CHARGE**

Please tick the box below which applies to this applicant

a)	<b>Volunteer Role – UK/EEA applicant.</b> I confirm that I have checked current and original documentation for the applicant named at Part 1. I am satisfied that the ID documentation listed at Part 4 below complies with the ACCESSNI acceptable documents list.	
b)	<b>Paid Role – UK/EEA applicant.</b> I confirm that I have checked current and original documentation for the applicant named at Part 1. I am satisfied that the ID documentation listed at Part 4 below complies with the ACCESSNI acceptable documents list. I enclose a cheque for £33 made payable to " <b>Northern Diocese Vetting</b> ".	
c)	<b>Volunteer Role – Applicant applying from outside the UK/EEA.</b> I confirm that I have checked current and original documentation for the applicant named at Part 1. I am satisfied that the ID documentation listed at Part 4 below complies with the ACCESSNI acceptable documents list (list also provided below). <ul style="list-style-type: none"> <li>❖ <b>Group 1: Passport.</b></li> <li>❖ <b>Group 2(a): Driving Licence photocard or Immigration document/Visa/Work permit.</b></li> <li>❖ <b>Group 2(b): Bank or Building Society statement or Letter of Sponsorship.</b></li> </ul>	
d)	<b>Paid Role – Applicant applying from outside the UK/EEA.</b> I confirm that I have checked current and original documentation for the applicant named at Part 1. I am satisfied that the ID documentation listed at Part 4 below complies with the ACCESSNI acceptable documents list*. I have also confirmed that the applicant has the right to work in the UK. I enclose a cheque for £33 made payable to " <b>Northern Diocese Vetting</b> ". <b>*In the event that the applicant cannot provide the ID documentation as set out at c) above, you may select a substitute from the list set out in ANNEX E.</b>	

PART 4: ID VERIFICATION	
Please list documents viewed and verified	Please insert Reference Numbers for ID Documentation (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:

**Data Protection:** This form will be securely held by the Catholic Church Northern Diocese Vetting Office and will be treated as strictly confidential, in accordance with the Data Protection Act 2018, the Down and Connor Privacy Notice and governed by Access NI's Code of Practice and Privacy Notice, which can be found at:  
<http://www.downandconnorsafeguarding.com/privacy-notices/>  
<https://www.nidirect.gov.uk/publications/accessni-code-practice>  
<https://www.justice-ni.gov.uk/publications/ani-privacy>

**LIST OF ACCEPTABLE DOCUMENTS – ISSUED BY ACCESS NI in NOV 2019**

Applicant to tick the appropriate boxes below and forward this page along with the Identity Verification Form, ID photocopies (**do not send originals**) and Confidential Declaration Form to the Vetting Office.

**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 photocard & counterpart, full or provisional (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, Ireland, 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 ( <b>if issued before 1998</b> ) (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 (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 ABOVE 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) eg Electricity, Gas, Water & Telephone Landline bill
<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 ABOVE 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 ABOVE must be valid at the time of checking**

**EEA Countries include:** Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, the UK, Iceland, Liechtenstein and Norway. **Contact the Vetting Office, if you need a copy of non-EEA countries**

## ANNEX E

<b>Documents for non-EEA nationals doing paid work</b>	<b>Notes</b>
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

<b>Applicants providing one of the following documents must also provide a current valid Passport</b>	<b>Notes</b>
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