The Methodist Church In Ireland

Access Northern Ireland

IMYC
Irish Methodist Youth and Children's Department

Access NI PIN Notification Form

Dear Applicant,
Contained within this pack is all the information that you will need to undergo a police check through Access NI. The Methodist Church in Ireland will facilitate this check. Please see below for details on how to complete this form.
There are two parts to this process: on-line registration (see page 2) and completion of these written forms. **All applicable sections must be completed before your application can be processed.**

You must complete the form accurately, including verifying your identity and signing the document twice to give permission for the checks to commence. The following information is contained in this pack:

Page 1 – Information Sheet & Policy Statements
This cover page outlines the process and gives you the policy statements which refer directly to application process that the Methodist Church in Ireland will undertake on your behalf in compliance with Access NI.

Page 2 - Application Form
On page 2 of this document, you will find the application form that you will need to complete.
Box 1/ Red section explains the process and time-line;
Box 2/ Green section is for the applicant to fill out details for verifying identification. **You must sign this part of the application;**
Box 3/ Blue section is for the Designated Person/ Minister to sign once he/she has verified your identification.

Page 3 - Identification Form
Page 3 of this document will give you a list of potential documents required so that you can have your identity verified. The Designated Person/ Minister must makes copies of your documents. The Designated Person will need to retain copies of your documents for 90 days, but should not send copies to IMYC. If Designated Persons/ Ministers require guidance on how to verify ID, they can follow this link: https://www.nidirect.gov.uk/publications/guide-identity-checking-signatories

Page 4 - Disclosure Permission & Right to Work in the UK Declaration (Paid Employees Only)
Page 4 of this document outlines the necessity to have an enhanced disclosure and the retention of copies of ID documents. **You must sign these parts to give permission for your enhanced disclosure to proceed.** There is also now a declaration of right to work in the UK (for people who are going to be in the employ of the church/ organisation.)

Thank you very much,

Nicky Blair
Safeguarding Officer
Methodist Church in Ireland

Policy Statements

For all documentation relating to Safeguarding within the Methodist Church in Ireland, please visit http://imycd.org/safeguarding/ There you will find Taking Care, the Child Protection Manual for the Methodist Church in Ireland, as well as an array of useful resources.

Access NI Code of Practice
If you wish to view the Access NI Code of Practice you can do so on the following link: https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf

Recruitment of ex-offenders
Please note that a criminal record will not necessarily be a bar to obtaining a position within the Methodist Church in Ireland. The Methodist Church in Ireland has a policy of the recruitment of ex-offenders. This policy can be found using the following link: http://imycd.org/safeguarding/

Security Policy
The Methodist Church in Ireland has a Secure Handling, Use, Storage and Retention of Disclosure information. This policy can be found using the following link: http://imycd.org/safeguarding/

Use of enhanced checks
The Disclosure and Barring Service maintain lists of individuals who are barred from engaging in regulated activity with children or vulnerable adults. All posts necessitating an Access NI Enhanced check include a check of the Barred Lists.
It is an offence for an individual on the Barred Lists, or is the subject of a disqualification order from the courts, to apply for, offer to do any work, paid or unpaid, in regulated activity.
Anyone convicted of this offence is liable to punishment by imprisonment or fines or both.

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BOX 1

Applicant instructions

1. Go to 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. Register your account by creating a user ID & password. Keep details safe. You will need them to track your application.
4. Once you have successfully logged in, you will be taken to the on-line application.
5. Enter the PIN number below at STEP 1 of completing the form

9	4	7	6	4	5

6. Complete the remainder of the form and click on **confirm and proceed** to finish the on-line process.
7. DON'T FORGET include your congregation name/ organisation in **ORGANISATION REFERENCE** (bottom of STEP 3.)
8. ONCE COMPLETED: note below the 10-digit AccessNI reference number in the boxes below:

Application Reference*

This is the 10-digit case reference number provided on the configuration page (step 12) and email when the applicant completes his or her details on the AccessNI on-line system.

9. Return this form to your Minister/ Designated Person to have your identity verified.

BOX 2

Applicant details as they appear on the ID documentation provided:

Full name: .....

Date of Birth: | | | / | | | / | | | | |

Current postcode: | | | | | | | |

Driving Licence Number .....

National Insurance Number .....

National Insurance Number .....

Church/ Organisation name .....

Role ..... Is this role voluntary or paid? .....

Signed: ..... Name (Capitals): .....

BOX 3

Identity Validation: TO BE COMPLETED BY DESIGNATED PERSON/ MINISTER

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.

Please note that when Identification is validated, IMYC should not receive copies of the documents. This responsibility for validating identification is delegated to the local church, therefore it is not appropriate to forward this information on.

*** FOR THE DESIGNATED PERSON/ MINISTER TO SIGN ***

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

Signed: ..... Name (Capitals): .....

Date of ID check: | | | / | | | / | | | | |

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.

GROUP 1

- ◯ Current passport (any nationality)
- ◯ Biometric Residence Permit (UK)
- ◯ Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EEA country)
- ◯ Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth
- ◯ Original long form Irish birth certificate –issued at time of registration of birth (ROI)
- ◯ Adoption certificate (UK, Isle of Man or Channel Islands)

GROUP 2a

- ◯ Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth
- ◯ Marriage/Civil Partnership Certificate (UK, ROI, Isle of Man or Channel Islands)
- ◯ HM Forces ID card (UK)
- ◯ Firearms licence (UK, Channel Islands and Isle of Man)
- ◯ Electoral ID card (NI only)
- ◯ Current driving licence photocard (full or provisional) All countries outside the EEA
- ◯ Current driving licence (full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA)
- ◯ 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

- ◯ Mortgage Statement (UK, EEA)
- ◯ Financial statement, for example ISA, pension or endowment (UK)
- ◯ P45 or P60 statement (UK, Channel Islands)
- ◯ Land and Property Services rates demand (NI only)
- ◯ Council tax statement (Great Britain, Channel Islands)

Above documents must be issued within the last 12 months

- ◯ Credit card statement (UK,EEA)
- ◯ Bank or Building society statement (UK, EEA)
- ◯ Bank or Building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works)
- ◯ Bank or building society account opening confirmation letter (UK, EEA)
- ◯ Utility bill (not mobile phone) (UK, EEA)
- ◯ Benefit statement, for example Child Benefit, Pension etc (UK, Channel Islands)
- ◯ 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

- ◯ EU National ID card
- ◯ 60+ or Senior (65+) SmartPass issued by Translink (NI)
- ◯ yLink card issued by Translink (NI)
- ◯ Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands)
- ◯ 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)
- ◯ 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

Please note that when Identification is validated, IMYC should not receive copies of the documents. This responsibility for validating identification is delegated to the local church, therefore it is not appropriate to forward this information on.

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Disclosure Permission

The Disclosure and Barring Service maintain lists of individuals who are barred from engaging in regulated activity with children or vulnerable adults. All posts necessitating an AccessNI Enhanced check include a check of the Barred Lists.
It is an offence for an individual on the Barred Lists, or is the subject of a disqualification order from the courts, to apply for, offer to do any work paid or unpaid, in regulated activity.
Anyone convicted of this office is liable to punishment by imprisonment or fines or both.
YOU MUST COMPLETE THE APPROPRIATE CHECK BOX ANSWERS AND SIGN THE CONSENT.

I confirm that I have read the explanation provided above regarding the Barred Lists and understand the implications of making a Barred List check application.

Yes ◯ No ◯

I consent to a check being carried out against the Barred Lists Yes ◯ No ◯

Signed (by applicant) ……..

Retention of ID Documents Permission

AccessNI have issued new protocols, meaning that it is now a requirement that the Designated Person takes copies of your ID validation documents and retains these for a period of 90 days. These documents will be kept safely and securely, in line with IMYC's Security Policy.

I consent to my ID validation documents being retained for a period of 90 days. Yes ◯ No ◯

Signed (by applicant) ……..

Right to UK Employment Declaration
(only to be completed if applying for a paid role)

Applicant (Employee)

I hereby declare that I, the applicant,

……..

have the right to work in the UK.

Signed:

……..

Date:

……..

Designated Person/ Minister (Employer)

I hereby declare that a check has been made to ensure the applicant,

……..

has a right to work in the UK.

Signed:

……..

Date:

……..