## Information form

This form should be completed by the GSL during the meeting with the new applicant.

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (including all names)

Applicant's County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART A**

**You are required to meet with the applicant face-to face to check their identity documents.**

Three documents must be provided in the name of the applicant; **one from Group 1 and two from Groups 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. This information will be held securely by the Appointments Secretary for 90 days.

Note: When checking all 3 ID documents, you must take all the names from all the documents and include them in the application.

|  |  |  |  |
| --- | --- | --- | --- |
| **GROUP 1 : Primary identity documents** | | | |
|  | Current passport (any nationality) |  | Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth |
|  | Biometric Residence Permit (UK) |  | Original long form Irish birth certificate –issued at time of registration of birth (Ireland) |
|  | Current driving licence (UK, Ireland, Isle of Man, Channel Islands or any EEA country) |  | Adoption certificate (UK, Isle of Man or Channel Islands) |
| **GROUP 2a : Trusted government documents** | | | |
|  | Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth |  | Electoral ID card (NI only) |
|  | Marriage / Civil Partnership Certificate (UK, Ireland, Isle of Man or Channel Islands) |  | Current driving licence photocard, full or provisional (All countries outside the EEA) |
|  | HM Forces ID card (UK) |  | Current driving licence (full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA) |
|  | Firearms licence (UK, Channel Islands and Isle of Man) |  | 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** | | | |
|  | Mortgage Statement (UK, EEA) |  | Land and Property Services rates demand (NI only) |
|  | Financial statement, for example ISA, pension or endowment (UK) |  | Council tax statement (Great Britain, Channel Islands) |
|  | P45 or P60 statement (UK, Channel Islands) |  |  |
| **Above documents must be issued within the last 12 months** | | | |
|  | Credit card statement (UK,EEA) |  | Bank or building society account opening confirmation letter (UK, EEA) |
|  | Bank or Building society statement (UK, EEA) |  | Utility bill (not mobile phone) (UK, EEA) |
|  | Bank or Building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works) |  | 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 |  | Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands) |
|  | 60+ or Senior (65+) SmartPass issued by Translink (NI) |  | 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) |
|  | yLink card issued by Translink (NI) |  | 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) |
| **Above documents must be valid at the time of checking** | | | |

PART B

**Referees**

(as provided by applicant)

|  |  |
| --- | --- |
| Referee No. 1 Name | Relationship |
| Email | Phone Number |
| Address | Postcode |

|  |  |
| --- | --- |
| Referee No. 2 Name | Relationship |
| Email | Phone Number |
| Address | Postcode |

PART C

**Applicant’s details as entered on Compass.**

(This information will enable the Appointments Secretary to find the new applicant on Compass)

|  |  |
| --- | --- |
| **Membership number** |  |
| **Date entered on Compass** |  |

PART D

Declaration

**Self-declaration by the applicant**

The Disclosure and Barring Service keeps two Barred lists:

* People who are unsuitable for working with children
* People who are unsuitable for working with vulnerable adults

People on these lists are barred from regulated activity with children and vulnerable adults. It is a criminal offence for someone on these lists to work or apply to work in regulated activity.

I declare that I am not on the Barred lists noted above and I undertstand that it is a criminal offence to work or apply to work in regulated activity for someone on the barred lists.

|  |  |
| --- | --- |
| Name of the applicant | Signature |

**GSL’s Declaration**

I confirm that:

* I have seen the original ID documents as indicated overleaf.
* I have explained to the applicant the significance of making a ‘Barred list check application’ should the applicant be on one of the barred lists.
* I have the applicant’s permission to progress with an application that involves the Barred list check.

|  |  |
| --- | --- |
| Date of ID check of new applicant |  |
| Date AccessNI online application submitted |  |
| GSL’s name  GSL’s membership number | Signature |

When you have completed the form, please pass it in a secure way to your Appointments Secretary.

This confirms to the Appointments Secretary that the applicant is on Compass and that the AccessNI online application has been submitted.

Access NI Code of Practice can be accessed via the Access NI website - <https://www.nidirect.gov.uk/publications/accessni-code-practice>