Scouting Ireland, National Office, Larch Hill, Dublin 16, Ireland.
T: 01 4956300
www.scouts.ie

SAFEGUARDING - AccessNI Invitation

In line with Scouting Ireland's policies, all adults (and 16 - 18-year-olds delivering youth programme and with parental consent) **must** complete safeguarding training and apply for vetting. If you are a new adult volunteer, you must register with Scouting Ireland via the Membership Management System before you can make an AccessNI vetting application.

For all AccessNI vetting applications:

1. You need to fill out the AccessNI online form. For this, you'll need to know:
    a. your home address(es) for the last five years,
    b. your national insurance number,
    c. your passport number (if you have one),
    d. your driving licence number (including provisional) (if you have one).

2. When you click the link below, you will be prompted to log into your AccessNI account. If you don't have an account, you can create one. If you forget your password, it can be reset.

3. You will be asked for a PIN number; please enter **160133.**

4. You will be asked if you need a paper copy of the certificate - you can click 'no' for this option. You will then receive the certificate online and it's better for the environment!

5. Apply online for an enhanced check through Scouting Ireland

6. Once you have filled out the online form and submitted it, AccessNI will give you a Case Reference Number. Please make a note of this number.

7. You must now complete the Scouting Ireland ID Validation Form (overleaf) with your Group Leader (or another group trustee). They must see the original ID documentation in-person.

8. Then, visit the link below and fill out the online form. You will need the following information:
    a. AccessNI Case Reference Number.
    b. Photos or scans of the same three pieces of ID used in step 7 (above).
    c. Scan of the completed ID validation form.

9. Please complete Scouting Ireland's online form: https://form.jotform.com/243052241823043

10. Once you complete both online forms and the ID validation form, Scouting Ireland will progress your AccessNI application and (in most cases) you will hear back in 1-2 weeks.

For Scouting Ireland's AccessNI queries, contact: accessni@scouts.ie

Steven Maclean
Safeguarding Manager
November 2024

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ID VALIDATION FORM FOR SCOUTING IRELAND

Applicant Instructions

1. You must note below the 10 digit AccessNI reference number in the boxes below:-

Application Reference										

2. Have the Identity Validation section below completed by your Group Leader or a trustee.
3. Return this form to Scouting Ireland following step 9 on the invitation letter (above).

Identity Validation

Three documents must be provided to the **Group Leader / Trustee** in the name of the applicant; **one from Group 1 and a further two from any Group**. 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 tick the documents you are checking.

Applicant details as they appear on the ID documentation provided	
Position in the Group:	
Surname:	
Any other Surname(s):	
First Name:	
Middle Name(s):	
Date of Birth:	
Current Postcode:	
Driving Licence Number:	
Passport Number:	
National Insurance No.:	
Signature:	
Date:	

I confirm I (GL/Trustee) have seen the original ID documentation:

Position in the Group:	
Name:	
Signature:	
Date:	

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GROUP 1 : Primary identity documents

- ☐ Current passport (any nationality)
- ☐ Original birth certificate (UK, Isle of Man and Channel Islands including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces) issued with 12 months of birth
- ☐ Biometric Residence Permit (UK)
- ☐ Original long form Irish birth certificate –issued at time of registration of birth (Ireland)
- ☐ Current driving licence (UK, Isle of Man, Channel Islands or Ireland)
- ☐ Adoption certificate (UK, Channel Islands or Ireland)

GROUP 2a : Trusted government documents

- ☐ Birth certificate (UK, Isle of Man, Channel Islands or Ireland) issued after time of birth
- ☐ Electoral ID card (NI only)
- ☐ Marriage / Civil Partnership Certificate (UK, Channel Islands or Ireland)
- ☐ Current driving licence photocard, full or provisional (All countries outside of the UK (excluding Isle of Man and Channel Islands)
- ☐ HM Forces ID card (UK)
- ☐ Current driving licence full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands and Ireland)
- ☐ Firearms licence (UK, Channel Islands or Isle of Man)
- ☐ Immigration document, visa or work permit (Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based)

GROUP 2b : Financial and social history documents

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

Above documents must be issued within the last 12 months

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

Above documents must be issued within the last 3 months

- ☐ EEA National ID card
- ☐ Cards carrying the PASS accreditation logo (UK, Isle of Man and 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)
- ☐ Irish Passport Card (Cannot be used with an Irish passport)
- ☐ Letter of sponsorship from future employment provider or voluntary organisation (Non-UK only - valid for applicants residing outside UK at time of application)

Above documents must be valid at the time of checking