

Thirtyone:eight AccessNI Disclosure Validation Form

If the completed AccessNI Disclosure Validation Form is not received by thirtyone:eight within 90 days of the online application being created, it will automatically be removed from the system by AccessNI. If the role still requires a check a new application will need to be submitted.

Part A - Applicant instructions and declaration.

1. 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 and password [keep these details safe as you will need them to track the progress of your application]
4. You will be sent an email titled 'Account Registration', please follow the instructions to activate your account. Once you have successfully logged in, (you will see the main menu page on screen 'Apply for Disclosure Certificates') you will be taken to the online application.
5. Choose the correct application type (normally Enhanced) if unsure check with the Recruiter.
6. Enter the PIN number **211403** in the online application form when prompted. You should then see our name (**Thirtyone:eight**) and the name of our Lead counter signatory (**Matthew Coady**).
7. Complete the remainder of the form and click on 'confirm and proceed' to finish the on-line process.
8. You will be issued with a 10 digit AccessNI reference number. Please write it in the below boxes.

Application Reference:

9. Complete the section below with the **EXACT** the same information provided on the online application form. This should match your ID documents.

First name(s):	
Middle name(s):	
Surname(s):	
Previous forename(s):	Previous surname(s):
Date of birth:	
Current address:	

Applicant declaration

I confirm that the information provided above is correct and **EXACTLY** matches the information provided on my online application. If this information is different, I acknowledge that it could delay my application from being processed and incur an extra cost for my organisation.

I confirm that I have read the [ANI Applicant Information leaflet](#).

Print name:

Signature:

Date:

10. The completed form should now be returned to Recruiter in your organisation (the person who provided the details for this application to be started).

Recruiters section of the Validation Form continues the next page.

Part B - Must be completed by the Recruiter.

Please note: three original documents in the name of the applicant should be produced (then scanned by the Recruiter and submitted with this form); one from Group 1 and two from Groups 1 or 2. If this is not possible, then four documents from Group 2 should be produced, one of which being a birth certificate issued after the time of birth. At least one of these documents should be photographic identification and one must confirm the current address.

Please thoroughly answer ALL the questions below to avoid this form being returned for correction:

1) How is the applicant eligible for the level of ANI disclosure being requested:		
2) Will the work be carried out in the home of the applicant?	Yes	NO
3) Is the applicant working in Regulated Activity with children and therefore requires a check of the Children's Barred List?	Yes	NO
4) Is the applicant working in Regulated Activity with adults at risk and therefore requires a check of the Adult's Barred List?	Yes	NO
5) Is the applicant in receipt of any payment (except for travel and other approved out of pocket expenses)?*	Yes	NO
6) Is the applicant on a work placement which is a requirement of a qualification?*	Yes	NO
7) Is the applicant on a course that requires them to do this job role?*	Yes	NO
8) Is the applicant in a trainee position that will lead to a full-time *role/qualification?	Yes	NO

By signing below, I confirm that:

I have personally checked the original identification supplied and have attached photocopies of the documents seen.	
I have read the thirtyone:eight eligibility guidance and the applicant is legally entitled to a criminal records disclosure check.	
The applicant is not related to me, and I am impartial to complete the ID check.	
This ANI check is the last stage of a safer recruitment process that we have completed – see https://thirtyoneeight.org/dashboard/resources-library/practice-guides/recruiting-safely/	
The information provided is complete and true and to knowingly make a false statement for this purpose may be a criminal offence.	
I have explained to the applicant that it is a criminal offence for them to apply to work in Regulated Activity if they have been barred from working with the appropriate group.	
(Where applicable) I confirm that I have the applicant's permission to progress with a barred list check.	
(Where applicable) I have carried out a Right to Work Check.	
The applicant has been provided with the Applicant Information Leaflet (download a copy at ANI Applicant Information leaflet).	
Organisation reference number:	Date of ID check:
Print name:	
Signature:	
Date:	

* If the answer to any of these questions is a 'yes' there will be an additional ANI fee levied as the applicant will not qualify for a volunteer check. Fees will be taken by Thirtyone:eight and paid direct to ANI on your behalf

The completed form and scans of the applicants ID document should be emailed to disclosure@thirtyoneeight.org