



ACCESS N.I. APPLICATIONS



GUIDELINES FOR COMPLETING FORMS

	<u>Description</u>	<u>What should you do?</u>
Completing application form	Please use BLACK ink and CAPITAL LETTERS	Access NI will not accept any blue ink on the form, even over written in black. If you have used blue ink, your form will be rejected and you will be asked to complete and resubmit a new one.
Correcting mistakes	<u>DO NOT USE</u> correction fluid	If you make a mistake, put a line through the mistake and correct it to the right.
Dates	Completing Date fields with format: DD/MM/YYYY MM/YYYY	These fields should be completed as below: 25/12/2010 12/2010 Be careful not to mistake the second format MM/YYYY as requiring the date/month and year.

Part A:

This section should be left blank. It is to be completed by a countersignatory at RDA National Office.

Part B – PERSONAL DETAILS

B1 to B10 are mandatory sections.

B1 Title - Mark 'X' clearly in the appropriate box. Examples of 'other' may be 'Reverend', 'Sister' etc.

B2 Surname - Enter your current Surname or last name. This will be the name that appears on your Disclosure Certificate.

B3 Forename(s) - Please write your full first name not just initials. Include all your forenames if you have more than one.

B4 Name usually known by - Use this section to include abbreviations, nicknames, etc. by which you are more commonly known.

B5 Surname at birth (if different) - If your surname at birth was different from your current surname please provide details and the date during which the names were used. This would only be applicable where your surname is different from your current surname i.e. changed by marriage, deed poll, etc.

B6 Any other surname(s) used? - One of the boxes must be completed. This applies to all other previously used surnames you have used during your lifetime egg previous marriages, previous deed poll changes. Please also supply dates of changes. If **Yes, complete F1- F4, if No go to B7.**

B7 Any other forename(s) used? - One of the boxes must be completed. This applies to all previous forenames you have used during your lifetime and the dates when these names were used. **If Yes, complete F5 – F8.**

B8 Gender - Mark on the appropriate box. If you are transgender and do not wish your employer to know of your previous gender, please contact AccessNI for advice. **B9** Date of Birth - enter the day, month and year you were born in the format DD/MM/YYYY – e.g. 04/03/1960.

B10 Place of Birth - Enter the name of the town and the country where you were born.

B11 National Insurance Number - Enter in spaces provided. This can normally be found on your payslip or any personalised Customs and Revenue Documents.

B12 Driving Licence Number - Enter the full Driving Licence number as found on your UK driving licence (point 5 on your driving licence refers)

B13 Do you hold a valid passport? - **if No, go to B17, if Yes you must complete B14, B15 and B16.**

B14 Passport number - Enter Passport number. The passport should be valid.

B15/16 Where 'yes' has been crossed in B14, these sections must be completed.

B17 Do you have an ISA registration number - if yes you must complete B18.

B18 ISA Registration number

B19 Do you have a Scottish Vetting & Barring number - if yes you must complete B20

B20 Scottish Vetting and Barring Number

B21 Preferred contact number – Enter the number you would prefer AccessNI to contact you on if necessary.

Part C:

Please leave blank.

Part D – APPLICANTS CURRENT AND DELIVERY ADDRESS

D1-D6 These sections are mandatory.

D1-D6 Current Address - Please note that this will be the delivery address of the Disclosure Certificate. It should be your home address or, where this is not possible, Halls of Residence or temporary lodgings. Also include the date from which you have been a resident at this address. Each section **must** be completed. It is essential you supply a date at D6. If the date is within the last 5 years you must complete additional addresses to cover the full 5 years in Part E.

Please give full address details, including **full postcode** and dates of residence in **DD/MM/YYYY** format. If you do not provide a full 5 year address history your Form will be returned unprocessed.

D7 – D11 Delivery Address (if different) - This is the address to which you would prefer AccessNI to forward the Disclosure Certificate to. If it is the same as your current please leave blank.

Part E – ADDRSS HISTORY

E1-E12 Previous Address(es) - If you have lived at your current address for less than 5 years you will need to provide your continuous address history for the last 5 years. You should include addresses outside the UK where appropriate. There **must** be no gaps in the dates provided; overlapping dates are acceptable. Please give full address details, including postcode.

If your address history does not fit in the spaces provided you should use the approved Address Continuation Sheet.

PART F - NAMES HISTORY

Only applies if you have any previous surnames or forenames not recorded in Part B6 and B7. This should be completed if you have answered yes to B6 or B7. There must be no gaps in the dates; overlapping dates are acceptable.

F1-F4 - Insert any additional surnames used, and dates

F5-F8 - Insert any additional forenames used, and dates

If necessary, please use an additional page, clearly writing your current name and date of birth at the top of the page.

PART G – DECLARATION BY APPLICANT

Please read this section carefully as it is where you declare that all the information provided is correct and up to date. You must provide your signature and ensure that you print your full name and enter the date on this section of the Form.

G1 Do you have any convictions - Have you ever been convicted in a court of law. Place a cross in the relevant box

G2 Signature of Applicant - place your signature ensuring it stays within the box provided

G3 Date of Signature

G4 Insert your name in capitals

Part H / I / J

Please leave this page blank. It is completed by RDA National Office