

# CATHOLIC CHURCH NORTHERN DIOCESES IDENTITY VERIFICATION FORM

PLEASE DO NOT STAPLE, STAMP OR FOLD THE ACCESS NI APPLICATION FORM (To assist scanning of form by Access NI)

## NOTES FOR VOLUNTEERS

- Complete **part 1** of this form.
- You must complete parts B, D, E, F and G of the ACCESS NI Form in **black ink**.
- Make arrangements with a C.C.C member to check your photographic ID from Group 1 and also your two chosen documents from Group 2 **as set out in the ACCESS NI Guidance**.

## NOTES FOR C.C.C MEMBER

- Complete **part 2** of this form to confirm that you have verified the identity of the applicant having checked the valid identification documents as listed in part two of the application form. Please detail type of document and related reference number for driving licence identification.
- You should return the identification documents to the applicant once you have completed part 2 below.
- Further guidance is available from the Catholic Church Northern Dioceses Office: 028 90 492783 / [cponorthervetting@gmail.com](mailto:cponorthervetting@gmail.com)

### PART 1 – Details of Applicant

Full Name: \_\_\_\_\_ D.O.B: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Block Capitals)

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_  
(Block Capitals)

Contact Tel: \_\_\_\_\_ Male: ☐ Female: ☐

Diocese: \_\_\_\_\_ Parish/Organisation: \_\_\_\_\_  
(Block Capitals) (Block Capitals)

Role: \_\_\_\_\_ Will you be working with: Children (under 18) ☐  
(Please tick as appropriate)

Vulnerable Adults: ☐

Paid Role: ☐ or a Volunteer: ☐

### PART 2 – Declaration

I attach a Disclosure Certificate Application Form for the above named person and I confirm that I have verified the applicant's identity by checking the photographic identity (i) and 2 valid identification documents (ii) and (iii) as listed below:

(i) \_\_\_\_\_ (Driving Licence Ref No. \_\_\_\_\_)

(ii) \_\_\_\_\_ (iv) \_\_\_\_\_

(iii) \_\_\_\_\_ (v) \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(C.C.C I.D Verifier)

PLEASE RETURN COMPLETED FORMS TO

The Registered Person Catholic Church Northern Dioceses Office Good Shepherd Centre,  
511 Ormeau Road, Belfast BT7 3GS