

Notes on the application for vetting through AccessNI

Identification

You will need to provide **3 forms** of identity with your completed application form.

One type of ID should be **photographic (passport or driving licence)**. The other 2 forms should show your address (**utility bill or bank statement/letter**) or your National Insurance number (**pay slip or income tax letter**) or one of each.

Completing the form

The IRFU (Ulster Branch) will complete sections **A, C, H, I & J**

Part B

Complete all relevant personal details on page 2

If you have changed your forename or surname in the past you need to complete part F on page 4

For questions B17 & B19 place an **X** in the **No box**

Part D

This section asks for your current address. If at the time of applying for clearance you have lived at this address **for more than 5 years**, fill out your address then go onto section **G**.

If you have not been at your current address for at least 5 years then complete section **E**, making sure you provide addresses to cover the 5 year address history.

Part F

Complete this section if you have changed your name in the past. This usually means ladies when they get married, but can apply to someone who changes their name by deed poll for some reason.

Part G

Please complete this section including G1, sign, print name and date.

The application form is now returned to the Child Welfare Officer