



- **Arrangements for Obtaining an Enhanced Disclosure Certificate**
- **New Vetting and Barring Scheme**

## **1. Background**

- 1.1 You may be aware that progression of the Vetting and Barring Scheme is currently being postponed pending an urgent review by the new government.
- 1.2 Whilst the introduction of registration with the Independent Safeguarding Authority (ISA) has therefore been put on hold, AccessNI has changed the forms used to apply for an Enhanced Disclosure Certificate.
- 1.3 From 9 July 2010 onwards AccessNI will no longer accept the application forms which were issued prior to 16 June 2010. The new forms issued after this date must be used. Following changes to the payment method for enhanced disclosures, an updated version of the form will be available from 29 November 2010.

## **2. What this means for individuals applying for registration with RQIA**

- 2.1 To apply for registration with RQIA (as a responsible person or registered manager) you must complete an AccessNI enhanced disclosure form, and return with the required identification documentation to RQIA's Registration Team. You are also required to enclose a cheque for £30.00 made payable to RQIA (please note no other payment method can be accepted in relation to this fee). This payment must be provided separately to any registration fee payable to the RQIA. Please ensure all correspondence is marked as confidential.
- 2.2 On receipt of the completed form and fee, your information will be verified and the application countersigned by an authorised signatory of RQIA. The application form will then be forwarded to AccessNI, with identification documentation being returned to you by recorded delivery.
- 2.3 Information obtained in the enhanced disclosure will not automatically debar you from becoming registered

## **3 Which forms should I use?**

- 3.1 As outlined above, the application form is to be introduced from 29 November 2010.
- 3.2 Should you have any questions in relation to the above, please contact RQIA's Registration Team on 028 9051 7500.
- 3.3 Further information in relation to the forms and the process can also be obtained from the AccessNI Code of Practice (<http://www.accessni.gov.uk/home/who-uses-ani/code-of-practice.htm>).

#### 4 What form of identification will I be required to submit

- 4.1 Please provide three documents in the name of the applicant; one from Group 1 and two from Group 2 at least one of these documents should include photographic identification.
- 4.2 If this is not possible, then five documents from Group 2 must be produced. At least one of these documents includes photographic identification.

GROUP 1		GROUP 2	
<input type="checkbox"/>	Valid Passport	<input type="checkbox"/>	Marriage certificate/ Civil Partnership Certificate
<input type="checkbox"/>	UK Driving Licence Full or Provisional – England/Wales/Scotland/Northern Ireland/Isle of Man; either photocard or paper a photocard or paper (a Photocard is only valid if accompanied with the paper counterpart)	<input type="checkbox"/>	Non-original UK birth certificate (issued after 12 months of date of birth, full or short form acceptable)
<input type="checkbox"/>	Original UK birth certificate (issued within 12 months of date of birth, full or short form acceptable)	<input type="checkbox"/>	P45/P60 statement
<input type="checkbox"/>	Valid photo identity card (EU countries only)	<input type="checkbox"/>	Utility bill (electricity, gas, water, telephone – including mobile phone contract/bill)
<input type="checkbox"/>	UK Firearms licence	<input type="checkbox"/>	Valid TV licence
<input type="checkbox"/>	HM Forces ID card (UK)	<input type="checkbox"/>	Credit card statement
<input type="checkbox"/>	Adoption Certificate (UK)	<input type="checkbox"/>	Store card statement
<p>* documentation must be less than 3 months old</p> <p>** documentation must be issued within the last 12 months</p>		<input type="checkbox"/>	Mortgage Statement
		<input type="checkbox"/>	Valid insurance certificate
		<input type="checkbox"/>	Certificate of British nationality
		<input type="checkbox"/>	British work permit/visa **
		<input type="checkbox"/>	Asylum Registration Card
		<input type="checkbox"/>	AccessNI Disclosure Certificate
		<input type="checkbox"/>	Personal correspondence or a document from a Government Department *
		<input type="checkbox"/>	Bank or Building Society Document **
		<input type="checkbox"/>	Financial statement e.g. pension, endowment, ISA **
		<input type="checkbox"/>	Valid vehicle registration document
		<input type="checkbox"/>	Mail order catalogue statement*
		<input type="checkbox"/>	Court summons
		<input type="checkbox"/>	Valid NHS card
		<input type="checkbox"/>	Court Claim Form
		<input type="checkbox"/>	Addressed payslip*
		<input type="checkbox"/>	National insurance number card
		<input type="checkbox"/>	Examination certificate (e.g. GCSE, NVQ)
<input type="checkbox"/>	Letter from a Head Teacher*		
<input type="checkbox"/>	Child Benefit book		
<input type="checkbox"/>	Smartpass		