

GUIDANCE NOTES:

- A. The document named "1 Guidance on processing an Access NI Application", this document is a step-by-step guide to help the applicant to create their own NI Direct Account online and process their Access NI application, which the Down and Connor Vetting Office will receive. The application should be submitted online at least 2 days before sending in the ID Form, ID photocopies and Confidential Declaration Forms
- B. The document named "3 Confidential Declaration Form", the applicant must complete and sign this form this includes ticking the Declaration boxes, put into an envelope and ensure that it is sealed. Please note this is a confidential form and no-one except the applicant and the Vetting Staff are permitted to see it.
- C. The document named "2 ID Verification Form", Parts 1 & 2 must be completed by the applicant and Parts 3 & 4 must be completed by the PSC Chair/Deputy. The person who signs Part 4, must check the applicants ID documents are current and within the valid dates of Access NI's "list of acceptable documents", take one photocopy of each document and forward to the Vetting Office. (Please do not send us original documents)
- D. When points B & D are above are completed, please post to "The Registered Person, Catholic Church Northern Dioceses Vetting Office, 120 Cliftonville Road, Belfast BT14 6LA

If you have any queries, please do not hesitate to contact the Vetting Office Tel: 02890 492783.