

## Information Form

This form should be completed by the GSL during the meeting with the new applicant.

### PART A

**You are required to meet with the applicant face-to face- to check their identity documents. Type Yes in the box beside the items you have seen.**

Three ID documents in the name of the applicant; one from Group 1 and two from Group 2.  
If this is not possible, then four documents from Group 2.

<b>Name of applicant:</b>
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#### Group 1

Current passport (any nationality)	
Biometric Residence Permit (UK)	
Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EU country)	
Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth	
Original long form Irish birth certificate –issued at time of registration of birth	
Adoption certificate (UK, Isle of Man or Channel Islands)	

#### Group 2

Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth	
Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands)	
HM Forces ID card (UK)	
National Insurance Card or notification letter with NI number (UK)	
Firearms licence (UK and Channel Islands)	
Bank / Building Society Account Confirmation Letter	
Electoral ID card (NI only)	
EU National ID card	
Cards carrying the PASS Accreditation logo (UK and Channel Islands)	
Senior SmartPass (Translink) (NI only)	
Current UK driving licence (old paper version)	
Examination certificates (16-18 year olds only)	
Bank/Building Society Statement (UK or EEA)	
Credit card statement (UK or EEA)	
Utility Bill (UK or ROI) – not mobile phone	
Benefit statement (UK)	
Addressed payslip	
Mortgage statement (UK or EEA)	
Financial statement (UK)	
P45/60 statement (UK and Channel Islands)	
Land and Property Services Agency rates demand (NI only)	
Work Permit/Visa (UK) (UK Residence Permit)	
Letter from a Head Teacher or Further Education College Principal (16-18 year olds in full time education – only to be used when other documentation routes are exhausted)	

## **PART B**

### **Referees**

(as provided by applicant)

**References are not required for Occasional Helpers.**

<b>Name</b>	
<b>Relationship</b>	
<b>Email</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Phone Number</b>	

<b>Name</b>	
<b>Relationship</b>	
<b>Email</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Phone Number</b>	

## **PART C**

**Applicant's details as entered on Compass.**

*(This information will enable the Appointments Secretary to find the new applicant on Compass)*

<b>Full Name</b>	
<b>Date of Birth</b>	
<b>Current postcode</b>	
<b>Membership number</b>	
<b>Date entered on Compass</b>	

## **PART D**

### **GSL's Declaration**

I confirm that I have met with the applicant and have seen the original ID documentation as indicated above.

<b>Date of ID check of new applicant</b>	
<b>Date AccessNI online application submitted</b>	
<b>AccessNI Case Reference number</b>	
<b>GSL's name</b>	
<b>GSL's Membership Number</b>	

When you have completed the form, please email it to your Appointments Secretary.

This confirms to the Appointments Secretary that the applicant is on Compass and that the AccessNI online application has been submitted.