

AccessNI Recheck Information Form

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

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.

Name of applicant:
Scout Association Membership No.

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)	

GSL's Declaration

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

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

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

This confirms to the Appointments Secretary that the AccessNI recheck online application has been submitted.