

# Loreto Sisters

## Staff / Volunteer NI ID Check

### NOTES FOR VOLUNTEERS

Part 1: Applicant to complete all information in this section.

Part 2: Please contact the Safeguarding Representative to verify your photographic ID (see valid identity documents list) detailing the type of document and related reference number.

#### **PART 1 – Applicant to complete:**

Please tick: Mr  Mrs  Ms  Miss  Other \_\_\_\_\_ (eg. Dr, Fr, Rev, Sr)

Full Name: \_\_\_\_\_ D.O.B: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Block Capitals)

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_  
(Block Capitals)

Contact Tel: \_\_\_\_\_ Male:  Female:

Diocese: \_\_\_\_\_ Order: \_\_\_\_\_  
(Block Capitals) (Block Capitals)

Role: \_\_\_\_\_ Will you be working with: Children (under 18):   
(Please tick as appropriate) Vulnerable Adults:

Are you a volunteer  or

Are you in a paid role  if ticked, please send a cheque for £33 made payable to Northern Diocese Vetting

#### **PART 2 – Safeguarding Representative to complete:**

Three documents must be produced: one from group one and two from group 2. See valid identity documents list. I confirm that I have verified the applicant's identity by checking the valid documents listed below.

Document Type		Document/Reference Number
1		
2		
3		
<b>Signed: Catholic Church Identity Verifier</b>		
<b>Please print name:</b>		
<b>Date:</b>		

#### **PLEASE RETURN COMPLETED FORMS TO**

The Registered Person, Catholic Church Northern Dioceses Office, Good Shepherd Centre,  
511 Ormeau Road, Belfast BT7 3GS

August 2017