

REQUESTING CERTIFICATE WITH INFORMATION

All About Us – ASD Teens

Unit 4 Greystone Shopping Centre

Antrim

BT41 1JW

07561816639

Date

Insert applicant's name and address

ACCESSNI CERTIFICATE No:

Thank you for completing your AccessNI application form.

Due to revised AccessNI procedures, All About Us – ASD Teens not receive a copy of your disclosure certificate. In order to complete our vetting process and verify your disclosure, I should be grateful if you would either:-

- share your digital certificate with me at the following email address allaboutus2018@hotmail.com or
- complete and return the consent declaration below and post it with your paper certificate to me at the address above.

On posted items, please mark your envelope 'CONFIDENTIAL' and for my attention. You should also write your return address on the back of the envelope.

Alternatively you can bring it into our offices in person but please phone in advance to make an appointment.

Digital certificates will be available for us to view for a period of 3 days and after this period access to view the certificate will be denied. Paper certificates will be securely held by All About Us –ASD Teens and will be treated as strictly confidential. Only those involved in the decision making process will be able to view it.

You will be informed once a decision has been reached and your paper certificate will be posted back to you.

If you have any questions or concerns please contact me at the number above.

Yours sincerely

CONSENT DECLARATION

I confirm my consent for All About Us – ASD Teens to hold my paper certificate until a recruitment decision is made. This is on the understanding that All About Us – ASD Teens will return the paper certificate to me once that decision is made. I am aware that the organisation only considers this a valid certificate for 2 years from the date of issue.

Signed _____ Dated _____

Please send/provide this completed consent form to All About Us – ASD Teens with your paper disclosure certificate.