**SAMPLE LETTER TO ISSUE WHEN REQUESTING CERTIFICATE WITH INFORMATION**

**Insert organisational details etc**

**Date**

**Insert applicants name and address**

**ACESSNI CERTIFICATE No**:

Thank you for completing your AccessNI application form.

Due to revised AccessNI procedures, [**insert organisation details**] does not receive a copy of your disclosure certificate. In order to complete our vetting process and verify your disclosure, I would be grateful if you could complete and return the consent declaration below and post it with your certificate to me at the address above.

Please mark your envelope ‘CONFIDENTIAL’ /ADDRESSEE ONLY [**delete as appropriate**] 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.

Your certificate will be securely held by [**insert organisation details**] 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 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 [**insert organisation details**] to hold my certificate until a recruitment decision is made. This is on the understanding that [**insert organisations details**] will return the certificate to me once that decision is made.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send/provide this completed consent form to [**insert organisation details**] with your disclosure certificate.