

INFO, PIN NOTIFICATION & ID VALIDATION FORM		
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Your sport's governing body and the NI Sports Forum needs certain information to process AccessNI applications on your behalf.

Please follow the instructions below, sign the form and follow the validation process.

Applicant instructions

1. Go to www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body
2. Select the green button to create a nidirect account and apply for an enhanced check, if you already have an indirect account you can use this rather than creating a new one.
3. Register your account by creating a user ID and password [keep these details safe as you will need them to track the progress of your case].
4. Once you have successfully logged in, you will be taken to the on-line application.
1. Enter the PIN number below at **Step 1** of the form completion. This is the NISF's PIN number and will ensure that your application is automatically forwarded to NISF for processing on behalf of your sport's governing body. Please enter it carefully.

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5. Complete the remainder of the e-application and click on **confirm and proceed** to finish the on-line process.
6. Please ensure that the Organisation Reference is your own sports club e.g Belfast Bowling Club.
2. You must note below the 10 digit AccessNI reference number you are provided with once you have submitted the application on-line:-

Application Reference¹

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7. Please return this form to the person who asked you to undertake an AccessNI check and present relevant identification as listed on final page

Name of Applicant: _____ Governing Body _____

Applicant's Confirmation: *'I agree to passing this information to the Governing Body and the Northern Ireland Sports Forum', for the purpose of completing an AccessNI check. I understand that this process will include a check against the barred list and it is an offence for a barred person to apply for a regulated activity post.*

Yes No (please tick as appropriate)

Applicant's Signature: _____ Date: _____
 For further information the applicant can contact your own governing body.

¹ This is the 10 digit case reference number provided on the confirmation page (Step 12) and email when the applicant completes their details on the AccessNI on-line system.

IDENTITY VALIDATION-To be completed by the club/Gov Body Authorized person

Three documents must be provided in the name of the applicant; **one from Group 1 and a further two from any Group**. At least one document must show the applicant's current address. If this is not possible, then **four documents from Group 2a and 2b** should be produced, one of which being a birth certificate issued after the time of birth. One document must show the applicant's current address.

Applicant details as they appear on the ID documentation provided:

Surname..... Any other Surname(s)

First Name..... Middle Name(s).....

Date of Birth :

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Current postcode :

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Driving licence number..... Passport number.....

National Insurance Number.....

I confirm I have seen the original ID documentation as indicated on the attached sheet.

Date of ID check :

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Signed :

Name (Capitals) :

Position in club/governing body:

GOVERNING BODY DETAILS- To be completed by GB Contact

Name of GB Contact (to notify on receipt of certificate): _____

Email Address of GB Contact (to notify on receipt of certificate): _____

Telephone No/Mobile No of GB Contact (to notify on receipt of certificate): _____

Section to be completed by governing body

Please confirm is this a paid or voluntary post (tick one)

- ▶ Paid (check costs £33 + £10 administration fee = £43 required)
- ▶ Volunteer (free check but NISF require payment of £10 administration fee)

Position applied for _____

Will the work be carried out at the home of the applicant? Yes ▶ NO ▶

Is the disclosure required for the purposes of asking an exempted question? Yes ▶ NO ▶

Is the disclosure required for a prescribed purpose? Yes ▶ NO ▶

Does this position require a check of the Children's Barred List? (Regulated Activity) Yes ▶ NO ▶

Does position require a check of the Vulnerable Adults' Barred List? (Regulated Activity) Yes ▶ NO ▶

Governing Body Contact Signature_____

The Access NI Code of Practice can be found at <http://www.nisf.net/access-ni/> or [HERE](#)

A criminal record will not necessarily be a bar to obtaining a position. Please refer to your GB Safe Recruitment Procedure's Policy. Template Policy can be found on our website

GROUP 1 : Primary identity documents

- ▶ Current passport (any nationality)
- ▶ Biometric Residence Permit (UK)
- ▶ Current driving licence (UK, Isle of Man, Channel Islands or Ireland)
- ▶ Original birth certificate (UK, Isle of Man and Channel Islands including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces) issued with 12 months of birth
- ▶ Original long form Irish birth certificate –issued at time of registration of birth (Ireland)
- ▶ Adoption certificate (UK, Channel Islands or Ireland)

GROUP 2a : Trusted government documents

- ▶ Birth certificate (UK, Isle of Man, Channel Islands or Ireland) issued after time of birth
- ▶ Marriage / Civil Partnership Certificate (UK, Channel Islands or Ireland)
- ▶ HM Forces ID card (UK)
- ▶ Firearms licence (UK, Channel Islands or Isle of Man)
- ▶ Electoral ID card (NI only)
- ▶ Current driving licence photocard, full or provisional (All countries outside of the UK (excluding Isle of Man and Channel Islands)
- ▶ Current driving licence full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands and Ireland)
- ▶ Immigration document, visa or work permit (Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based)

GROUP 2b : Financial and social history documents

- ▶ Mortgage Statement (UK or Ireland)
- ▶ Financial statement, for example ISA, pension or endowment (UK or Ireland)
- ▶ P45 or P60 statement (UK or Channel Islands)
- ▶ Land and Property Services rates demand (NI only)
- ▶ Council tax statement (UK and Channel Islands)

Above documents must be issued within the last 12 months

- ▶ Credit card statement (UK or Ireland)
- ▶ Bank or Building society statement (UK, Channel Islands or Ireland)
- ▶ Bank or Building society statement (Countries outside the UK) (Branch must be in the country where the applicant lives and works)
- ▶ Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC (UK and Channel Islands)
- ▶ Bank or building society account opening confirmation letter (UK)
- ▶ Utility bill (not mobile phone) (UK or Ireland)
- ▶ Benefit statement, for example Child Benefit, Pension, etc (UK)

Above documents must be issued within the last 3 months

- ▶ EEA National ID card
- ▶ 60+ or Senior (65+) SmartPass issued by Translink (NI)
- ▶ yLink card issued by Translink (NI)
- ▶ Irish Passport Card (Cannot be used with an Irish passport)
- ▶ Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)
- ▶ Letter from head teacher or further education college principal (UK for 16 -19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided)
- ▶ Letter of sponsorship from future employment provider or voluntary organisation (Non-UK only - valid for applicants residing outside UK at time of application)

Above documents must be valid at the time of checking

THIS FORM SHOULD BE RETAINED WITHIN YOUR ORGANISATION

PLEASE DO NOT SEND IT TO ACCESSNI