INFO, PIN NOTIFICATION AND ID VALIDATION FORM

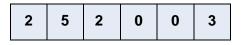


Your sport's governing body and NISF needs certain information to process AccessNI applications on your behalf.

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

Applicant instructions

- 1. Go to <u>www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body</u> (only live from 1st April)
- 2. Select the green button to Apply for an enhanced check through a registered body.
- 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
- 5. 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.



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

Application Reference										
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9. 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.

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

Three documents should be produced 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** should be produced, one of which being a birth certificate issued after the time of birth. At least one of these documents should be photographic identification

Applicant details as they appear on the ID documentation provided:

Applicant Full Name	:			
Date of Birth				
Current postcode				
*Please note if you do not have a post of	code please include full address on this page.			
I confirm I have seen the origi	inal ID documentation as indicated on the attached she	et.		
Date of ID check	: / / /			
Signed	:			
Name (Capitals)	:			
Position in club/governing body:	:			
	Y DETAILS- To be completed by GB Contain neceipt of certificate):			
Email Address of GB Contact (t	o notify on receipt of certificate):			
Telephone No/Mobile No of GB Section to be completed	Contact (to notify on receipt of certificate):			
Please confirm is this a paid or	voluntary post (tick one)			
Paid (check costs £	33 + £10 administration fee = £43 required)			
Volunteer (free check	ck but NISF require payment of £10 administration fee)			
Position applied for				
Will the work be carried out at the	he home of the applicant?	Yes 🛛 NO 🗆		
Is the disclosure required for the purposes of asking an exempted question? Yes ONO				
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 \square NO \square				
Governing Body Contac	ct 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						
	Current passport (any nationality)		Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth			
	Biometric Residence Permit (UK)		Original long form Irish birth certificate –issued at time of registration of birth (ROI)			
	Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EEA country)		Adoption certificate (UK, Isle of Man or Channel Islands)			
	GROUP 2a					
	Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth		Electoral ID card (NI only)			
	Marriage/Civil Partnership Certificate (UK, ROI, Isle of Man or Channel Islands)		Current driving licence photocard (full or provisional) All countries outside the EEA			
	HM Forces ID card (UK)		Current driving licence (full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA)			
	Firearms licence (UK, Channel Islands and Isle of Man)		Immigration document, visa or work permit (issued by a country outside the EEA – valid only if the applicant is working in the country that issued the document)			
		GRC	DUP 2b			
	Mortgage Statement (UK, EEA)		Land and Property Services rates demand (NI only)			
	Financial statement, for example ISA, pension or endowment (UK)		Council tax statement (Great Britain, Channel Islands)			
	P45 or P60 statement (UK, Channel Islands)					
	Above documents must	be i	ssued within the last 12 months			
	Credit card statement (UK,EEA)		Bank or building society account opening confirmation letter (UK, EEA)			
	Bank or Building society statement (UK, EEA)		Utility bill (not mobile phone) (UK, EEA)			
	Bank or Building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works)		Benefit statement, for example Child Benefit, Pension etc (UK, Channel Islands)			
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, Channel Islands)						
Above documents must be issued within the last 3 months						
	EU National ID card		Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands)			
	60+ or Senior (65+) SmartPass issued by Translink (NI)		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)			
	yLink card issued by Translink (NI)		Letter of sponsorship from future employment provider or voluntary organization (Non UK or non-EEA only for applicants residing outside UK at time of application)			

Above documents must be valid at the time of checking

THIS FORM SHOULD BE SENT TO THE NORTHERN IRELAND SPORTS FORUM- NOT ACCESS NI