

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 www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body (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.

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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 :

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Current postcode :

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*Please note if you do not have a post code please include full address on this page.

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

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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

- | | |
|---|--|
| <input type="checkbox"/> Current passport (any nationality) | <input type="checkbox"/> Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth |
| <input type="checkbox"/> Biometric Residence Permit (UK) | <input type="checkbox"/> Original long form Irish birth certificate –issued at time of registration of birth (ROI) |
| <input type="checkbox"/> Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EEA country) | <input type="checkbox"/> Adoption certificate (UK, Isle of Man or Channel Islands) |

GROUP 2a

- | | |
|---|---|
| <input type="checkbox"/> Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth | <input type="checkbox"/> Electoral ID card (NI only) |
| <input type="checkbox"/> Marriage/Civil Partnership Certificate (UK, ROI, Isle of Man or Channel Islands) | <input type="checkbox"/> Current driving licence photocard (full or provisional) All countries outside the EEA |
| <input type="checkbox"/> HM Forces ID card (UK) | <input type="checkbox"/> Current driving licence (full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA) |
| <input type="checkbox"/> Firearms licence (UK, Channel Islands and Isle of Man) | <input type="checkbox"/> 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) |

GROUP 2b

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|--|---|
| <input type="checkbox"/> Mortgage Statement (UK, EEA) | <input type="checkbox"/> Land and Property Services rates demand (NI only) |
| <input type="checkbox"/> Financial statement, for example ISA, pension or endowment (UK) | <input type="checkbox"/> Council tax statement (Great Britain, Channel Islands) |
| <input type="checkbox"/> P45 or P60 statement (UK, Channel Islands) | |

Above documents must be issued within the last 12 months

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|--|--|
| <input type="checkbox"/> Credit card statement (UK,EEA) | <input type="checkbox"/> Bank or building society account opening confirmation letter (UK, EEA) |
| <input type="checkbox"/> Bank or Building society statement (UK, EEA) | <input type="checkbox"/> Utility bill (not mobile phone) (UK, EEA) |
| <input type="checkbox"/> Bank or Building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works) | <input type="checkbox"/> Benefit statement, for example Child Benefit, Pension etc (UK, Channel Islands) |
| <input type="checkbox"/> 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

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|---|--|
| <input type="checkbox"/> EU National ID card | <input type="checkbox"/> Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands) |
| <input type="checkbox"/> 60+ or Senior (65+) SmartPass issued by Translink (NI) | <input type="checkbox"/> 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) |
| <input type="checkbox"/> yLink card issued by Translink (NI) | <input type="checkbox"/> 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