

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
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 e-application 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.
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 check 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 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

Current passport (any nationality)	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
Biometric Residence Permit (UK)	Original long form Irish birth certificate –issued at time of registration of birth (ROI)
Current driving licence (UK, Isle of Man, Channel Islands or Ireland)	Adoption certificate (UK, Channel Islands or Ireland)

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, or Channel Islands)	Current driving licence photocard, full or provisional (All countries outside of the UK (excluding Isle of Man and Channel Islands)
HM Forces ID card (UK)	Current driving licence full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands and Ireland)
Firearms licence (UK, Channel Islands or Isle of Man)	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

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

Above documents must be issued within the last 12 months

Credit card statement (UK or Ireland)	Bank or building society account opening confirmation letter (UK)
Bank or Building society statement (UK, Channel Islands or Ireland)	Utility bill (not mobile phone) (UK or Ireland)
Bank or Building society statement (UK, Channel Islands or Ireland)	Benefit statement, for example Child Benefit, Pension etc (UK)
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

EEA 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 only - valid for applicants residing outside UK at time of application)
Irish Passport Card (Cannot be used with an Irish passport)	

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**

Annex B



AccessNI Disclosure – Applicant Information Leaflet

As part of the recruitment process for a role in which you have expressed an interest, a criminal record check is required to be completed. In Northern Ireland this check is undertaken by AccessNI, upon receipt of a valid application. A disclosure certificate will be issued at the end of the process, including criminal record and other relevant information.

You can find out more about AccessNI on the nidirect website, or at the following link:-

[AccessNI webpage](#)

Before the AccessNI process is commenced, and if you are applying for an Enhanced check (with a Barred List check), you are required to disclose if there is any reason why you cannot work in Regulated Activity.

The AccessNI application must be made on-line through the nidirect website. You will be required to set up a nidirect account to complete your application. The application will be checked and authorised by an approved Umbrella Body before being transferred to AccessNI for processing. A link to the AccessNI Privacy Notice is available [here](#) or prior to commencing the e-application form.

You should note the following important information about the AccessNI application process:-

1. NI Sports Forum has been appointed to check and authorise your application.
2. The name of the authoriser is Richard Honeyford.
3. The PIN to be used on the on-line application is 992689.
4. Copies of your Identity documents will be sent to NI Sports Forum; these will be destroyed 90 days after the date the disclosure certificate is issued.
5. Your employer, and not the Umbrella Body, will be responsible for the decision whether or not to offer you a position.
6. Having a criminal record does not necessarily prevent you from obtaining a position.
7. A policy is in place that sets out the organisation's approach to recruiting ex-offenders – a copy of this can be made available at your request.

8. The AccessNI statutory Code of Practice is available on the nidirect website and can be viewed at:

[AccessNI Code of Practice](#)

If you have any questions in relation to this process you should, in the first instance, contact the person who asked you to complete the AccessNI application.
