

## **Applicant Instructions**

1. Go to [www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body](http://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. Create an account by registering your email address and creating a password (keep these details safe as you will need to track the progress of your case)
4. Once you have successfully logged in you will be taken to the online application
5. Enter Ulster Hockey PIN number below at Step 1 of the form

<b>5</b>	<b>8</b>	<b>6</b>	<b>3</b>	<b>7</b>	<b>5</b>
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6. **ENTER THE NAME OF YOUR CLUB WHEN ASKED FOR AN ORGANISATION REFERENCE**
7. Complete the remainder of the form and click on CONFIRM AND PROCEED to finish the online process
8. You will be emailed a 10 digit case reference number. You must quote the 10 digit AccessNI reference number in the boxes below (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 online system)

Application Reference –

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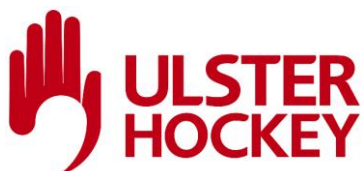
9. Name of Applicant: \_\_\_\_\_

- a. Applicant's Confirmation: *"I agree to passing this information to Ulster Hockey 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: \_\_\_\_\_



- 10. Return this form and required ID to the person who asked you to complete the AccessNI form.
- 11. On receipt of completed forms and the appropriate fee, Ulster Hockey will submit applications to AccessNI for processing

**Please note:**

**No online applications can be processed by Ulster Hockey unless the ID validation form and appropriate payment have been received.**

**Online applications will remain valid for 3 months: if your ID form is not received within this time your application will be rejected.**

**Paper applications may be submitted after the online system comes on stream only on the new form. However we are encouraging everyone to use the online application process – not only will this be quicker but it will allow applicants to track the progress of their disclosure application. Paper applications will not be processed as quickly as online applications and this may hold up your ability to take up your position.**

## **ACCESS NI – IDENTITY VALIDATION FORM**

The President, Chairperson OR Designated Safeguarding Children Officer of your club is the designated person authorized to check your identity. Three documents must be produced; one from Group 1 and two from Group 2. (See table below for accepted documentation). Please detail below valid documents which you are producing to identify yourself.

**All details on the form below are to be printed in BLOCK CAPITALS**

**Name of Applicant to be checked .....**

**Date of birth.....**

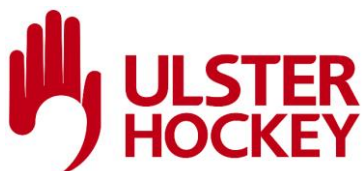
**Application Type**

New post-holder  Existing post-holder

Re-check of existing post-holder

Paid position  Voluntary position

**Application for post of.....**



GROUP 1 (i) .....

GROUP 2 (ii) .....

(iii) .....

**PRESIDENT’S, CHAIRPERSON’S OR DESIGNATED SAFEGUARDING CHILDREN OFFICER DECLARATION**

I have checked the identity of the individual in the attached application form against the documents listed above and confirm that this is the person who is applying for a disclosure certificate.

Name.....(Print details)

Email.....

Phone number.....

President, Chairperson OR Designated Safeguarding Children Officer

of.....(Name of Club)

Signature:.....

Date.....

**WARNING**

It is an offence if you knowingly make a false statement for the purpose of obtaining or enabling another person to obtain a Disclosure.

**FEES FOR ACCESSNI DISCLOSURES / ISA REGISTRATION:**

Volunteers	£5.00	(administration fee)
Paid Positions	£35.00	(£33 AccessNI fee plus £2 administration fee)

**Cheques should be made payable to UHU.**

**PLEASE RETURN THIS DECLARATION AND CHEQUE WITH YOUR DISCLOSURE CERTIFICATE APPLICATION FORM TO:**

**Hilary Reid, c/o Hockey Office, Unit 5G, Stirling House, 478 Castlereagh Road, Belfast, BT5 6QB.**

GROUP 1		GROUP 2	
<input type="checkbox"/>	Valid Passport	<input type="checkbox"/>	Marriage certificate/ Civil Partnership Certificate
<input type="checkbox"/>	UK Driving Licence Full or Provisional – England/Wales/Scotland/Northern Ireland/Isle of Man; either photocard or paper (a Photocard is only valid if accompanied with the paper counterpart)	<input type="checkbox"/>	Non-original UK birth certificate (issued after 12 months of date of birth, full or short form acceptable)
<input type="checkbox"/>	Original UK birth certificate (issued within 12 months of date of birth, full or short form acceptable)	<input type="checkbox"/>	P45/P60 statement
<input type="checkbox"/>	Valid photo identity card (EU countries only)	<input type="checkbox"/>	Utility bill (electricity, gas, water, telephone – including mobile phone contract/bill)
<input type="checkbox"/>	UK Firearms licence	<input type="checkbox"/>	Valid TV licence
<input type="checkbox"/>	HM Forces ID card (UK)	<input type="checkbox"/>	Credit card statement
<input type="checkbox"/>	Adoption Certificate (UK)	<input type="checkbox"/>	Store card statement
<p>* documentation must be less than 3 months old</p> <p>** documentation must be issued within the last 12 months</p>		<input type="checkbox"/>	Mortgage Statement
		<input type="checkbox"/>	Valid insurance certificate
		<input type="checkbox"/>	Certificate of British nationality
		<input type="checkbox"/>	British work permit/visa **
		<input type="checkbox"/>	Asylum Registration Card
		<input type="checkbox"/>	AccessNI Disclosure Certificate
		<input type="checkbox"/>	Personal correspondence or a document from a Government Department *
		<input type="checkbox"/>	Bank or Building Society Document **
		<input type="checkbox"/>	Financial statement e.g. pension, endowment, ISA **
		<input type="checkbox"/>	Valid vehicle registration document
		<input type="checkbox"/>	Mail order catalogue statement*
		<input type="checkbox"/>	Court summons
		<input type="checkbox"/>	Valid NHS card
		<input type="checkbox"/>	Court Claim Form
		<input type="checkbox"/>	Addressed payslip*
		<input type="checkbox"/>	National insurance number card
		<input type="checkbox"/>	Examination certificate (e.g. GCSE, NVQ)
<input type="checkbox"/>	Letter from a Head Teacher*		
<input type="checkbox"/>	Child Benefit book		
<input type="checkbox"/>	Smartpass		