

Applicant instructions

1. Go to www.nidirect.gov.uk/apply-for-an-enhanced-check
2. Select the **green** button to create a nidirect account and apply for an enhanced check. See AccessNI Code of Practice – <https://ulsterhockey.com/wp-content/uploads/2019/03/Access-NI-Code-of-Practice-2018.pdf>
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.

5	8	6	3	7	5
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6. **ENTER THE NAME OF YOUR CLUB WHEN ASKED FOR AN ORGANISATION REFERENCE**
7. Complete the remainder of the e-application and click on **confirm and proceed** to finish the on-line process.
8. You must note the 10 digit AccessNI reference number in the boxes below:-

Application Reference¹

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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 to the person who asked you to complete the AccessNI application.
11. On receipt of completed forms and the appropriate fee, Ulster Hockey will submit applications to Access NI for processing

Please note:

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

Online applications will remain valid with AccessNI for 90 days: if your ID form is not received within this time your application will be rejected.

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

The President, Chairperson OR Designated Safeguarding Children Officer of your club is the designated person authorised to check your identity.

Three documents must be provided in the name of the applicant; **one from Group 1 and two from Groups 1 or 2a or 2b**. 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 in **BLOCK CAPITALS**:

Surname..... 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..... Contact Number.....

APPLICATION FOR POST OF.....

Paid Position

Voluntary Position

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

Date of ID check :

		/			/				
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Name (Capitals) :

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Email :

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Phone Number :

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Position Held in Club :

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Signed :

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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 (Cheques made payable to UHU):

Volunteers

£5.00

(administration fee)

Paid Positions

£35.00

(£33 AccessNI fee plus £2 administration fee)

PLEASE RETURN THIS DECLARATION AND APPROPRIATE FEE TO:

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

GROUP 1 : Primary identity documents

- | | |
|---|--|
| <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 (Ireland) |
| <input type="checkbox"/> Current driving licence (UK, Ireland, Isle of Man, Channel Islands or any EEA country) | <input type="checkbox"/> Adoption certificate (UK, Isle of Man or Channel Islands) |

GROUP 2a : Trusted government documents

- | | |
|---|---|
| <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, Ireland, 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 : Living and social history documents

- | | |
|--|---|
| <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 organisation (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 RETAINED BY THE ULSTER HOCKEY UNION
PLEASE DO NOT SEND IT TO ACCESSNI**