

**To view Ulster Hockey Union policies on (click on the links below):**

- [Recruitment of Ex-Offenders Policy](#)
- [AccessNI Code of Practice](#)
- [UHU AccessNI Privacy Notice](#)

## **Applicant instructions**

1. Go to [www.nidirect.gov.uk/apply-for-an-enhanced-check](http://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.
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.

3	4	7	9	8	6
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6. **A. When asked for forename(s) all middle names must be included**  
**B. Enter the Name of your club when asked for an organization 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 Reference<sup>1</sup>

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### **9. Name of Applicant – Details as they appear on I.D documentation provided:**

- 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 photocopied ID's 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, photocopies of ID documentation and appropriate payment have been received.**

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

<sup>1</sup> 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.

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## Identity validation

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

A minimum of three original documents must be provided in the name of the applicant. Once from group one 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 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.....

Name of Club .....

Application for post of .....

Paid Position

☐

Voluntary Position

☐

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### **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) : .....

Email: ..... Phone Number: .....

Position Held in Club: .....

Name of Club: .....

Signed: .....

### **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, ID PHOTOCOPIES AND APPROPRIATE FEE TO:**

**Hilary Reid, DSCO, Ulster Hockey, Unit 5G, Stirling House, 478 Castlereagh Road, Belfast, BT5 6QB.**

## Group 1: Primary identity documents

Document	Notes
Passport	Any current <u>and</u> valid passport
Biometric Residence permit	<b>UK</b>
Current driving licence photocard (full or provisional)	UK, Isle of Man, Channel Islands or Ireland
Birth certificate issued within 12 months of birth	<b>UK</b> , Isle of Man and Channel Islands - including those issued by <b>UK</b> authorities overseas, for example embassies, High Commissions and HM Forces
Long form Irish birth certificate issued at time of registration of birth	Ireland
Adoption certificate	UK, Channel Islands or Ireland

## Group 2a: Trusted government documents

Document	Notes
Birth certificate issued after time of birth	UK, Isle of Man, Channel Islands or Ireland
Marriage/ Civil Partnership certificate	UK, Channel Islands or Ireland
HM Forces ID card	<b>UK</b>
Firearms licence	UK, Channel Islands and Isle of Man
Electoral ID card	Northern Ireland only
Current driving licence photocard (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and Ireland
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.

All driving licences must be valid - see: [-to Driving in GB on a non-GB licence](#)

## Group 2b: Financial and Social history documents

Document	Notes	Issue date/ validity
Mortgage Statement	UK or Ireland	Within last 12 months
Financial statement, for example ISA, pension or endowment	UK or Ireland	Within last 12 months
P45 or P60 statement	UK or Channel islands	Within last 12 months
Land and Property Services rates demand	Northern Ireland only	Within last 12 months
Council tax statement	UK and Channel islands	Within the last 12 months
Credit card statement	UK or Ireland	Within last 3 months
Bank or Building society statement	UK, Channel Islands or Ireland	Within last 3 months
Bank or Building society statement	Countries outside the UK	Within the last 3 months - branch
Bank or building society account opening confirmation letter	<b>UK</b>	Within last 3 months
Utility bill (not mobile phone)	UK or Ireland	Within last 3 months
Benefit statement, for example Child Benefit, Pension etc.	<b>UK</b>	Issued in last 3 months
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 and Channel Islands	Issued in last 3 months
EEA National ID card		Must be valid

## Group 2b: Financial and Social history documents

60+ or Senior (65+) SmartPass issued by Tra11slink	Northern Ireland	Must be valid
mlink card issued by Translink	Northern Ireland	Must be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or further education college principal	UK-for16to19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid
Letter of sponsorship from future employment provider or voluntary organisation	Non UK only- Valid only for applicants residing outside UK and Ireland at time of application	Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid