

**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. A digital identity validation will be conducted when you create or uplift your nidirect account. Your current name, DOB and current address will be verified by indirect. You will be asked to upload the required identity documentation and provide a selfie.
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
---	---	---	---	---	---

6. **A. When asked for forename(s) all middle names must be included**  
**B. When asked for previous surnames i.e. maiden name, please include all surnames.**  
**B. Enter the Name of your club when asked for an organization reference**
7. Complete the remainder of the 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>

--	--	--	--	--	--	--	--	--	--

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)

- b. Is there any reason why you cannot work in Regulated Activity with children/adults.

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. Please also bring the same two documents you have already uploaded to your AccessNI application as evidence of your identity. **These should be original documents, not photocopies, scans or printouts.**

---

**Please note:**

**No applications can be processed by Ulster Hockey unless the ID validation form has been received.**

**Online applications will remain valid with AccessNI for 90 days.**

<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.

---

## IDENTITY VALIDATION

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

Please verify the two identity documents that have been uploaded by the applicant. Sign below to confirm your acceptance of the ID documents. One document must show the applicant's current address.

### **Applicant details as they appear on the ID documentation provided in BLOCK CAPITALS:**

Surname..... Previous Surnames.....

First Name..... Middle Name(s).....

Date of Birth:

		/			/				
--	--	---	--	--	---	--	--	--	--

Current Address.....

Postcode:..... Contact Number.....

Name of Club .....

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

:

		/			/				
--	--	---	--	--	---	--	--	--	--

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 (Clubs will be invoiced by Ulster Hockey):**

Volunteers                      £5.00                      (administration fee)

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

**PLEASE RETURN THIS DECLARATION TO: [accessniadmin@ulsterhockey.com](mailto:accessniadmin@ulsterhockey.com) or post to**

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

## List of Acceptable Documents for Upload with Applications

Doc Ref	
1	<b>Original Birth certificate (issued within 12 months of birth)</b> UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces
2	<b>Certified copy of birth certificate (issued more than 12 months after time of birth)</b> UK, Isle of Man, Channel Islands or Ireland
3	<b>Long form Irish birth certificate (issued at time of registration of birth)</b> Ireland
4	<b>Adoption Certificate</b> UK, Channel Islands or Ireland
5	<b>Passport</b> Any current and valid passport
6	<b>Irish Passport Card</b> Cannot be used with an Irish passport, Current and Valid
7	<b>Current driving licence photocard</b> Full or provision - UK, Isle of Man, Channel Islands or Ireland
8	<b>Current driving licence photocard (full or provisional)</b> All countries outside the UK (excluding Isle of Man and Channel Islands)
9	<b>Current driving licence (full or provisional) - paper version (if issued before March 2000)</b> UK, Isle of Man, Channel Islands and Ireland
10	<b>e-Visa</b> Upload weblink and share code.
11	<b>Application Registration Card (ARC)</b> Issued by the Home Office. Must be checked against the Home Office Employer Checking Service
12	<b>Immigration document, visa or work permit</b> 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, Current and Valid
13	<b>Electoral ID card</b> Northern Ireland only
14	<b>Marriage / Civil Partnership certificate</b> UK, Channel Islands or Ireland
15	<b>HM Forces ID card/HM Armed Forces Veteran card</b> UK
16	<b>Firearms licence</b> UK, Channel Islands and Isle of Man, Current and Valid
17	<b>Mortgage Statement</b> UK or Ireland, dated within 12 months
18	<b>Financial statement, for example ISA, pension or endowment</b> UK or Ireland, dated within 12 months
19	<b>P45 or P60 statement</b> UK or Channel Islands, dated within 12 months
20	<b>Land and Property Services rates demand</b> Northern Ireland only, dated within 12 months
21	<b>Council tax statement</b> UK or Channel Islands, dated within 12 months
22	<b>Credit card statement</b> UK or Ireland, dated within 3 months
23	<b>Bank or Building Society statement</b> UK, Channel Islands or Ireland, dated within 3 months



24	<b>Bank or Building Society statement - Countries outside the UK</b>
	Issued in last 3 months - branch must be in the country where the applicant lives and works
25`1	<b>Bank or Building Society account opening confirmation letter</b>
	UK. Issued within the last 3 months
26	<b>Utility bill (not mobile phone)</b>
	UK or Ireland, dated within 3 months
27	<b>Benefit statement, for example Child Benefit, Pension etc</b>
	UK, dated within 3 months
28	<b>Official Government/Council Document</b>
	Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions or, the Employment Service, dated within the last 3 months. HMRC self-assessment or tax demand letter, dated within 12 months. UK and Channel Islands
29	<b>European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)</b>
	UK, must be valid
30	<b>EEA National ID card</b>
	Current and Valid
31	<b>SmartPass issued by Translink</b>
	Northern Ireland
32	<b>yLink card issued by Translink</b>
	Northern Ireland
33	<b>Cards carrying the PASS accreditation logo</b>
	UK, Isle of Man and Channel Islands, Current and Valid. Issued by an approved digital PASS provider with a QR code to confirm details.
34	<b>Letter from head teacher or further education college principal</b>
	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided. Issued within the last month.
35	<b>Letter of sponsorship from future employment provider or voluntary organisation</b>
	Non UK only - Valid only for Applicants residing outside UK and Ireland at time of application
36	<b>Exceptional circumstances – Document agreed with organisation</b>
	Cannot be used unless advised by organisation