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| **PIN NOTIFICATION + ID DOCUMENTATION FORM FOR REGISTERED BODIES**  **(Enhanced disclosure checks)** |  |

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**Applicant instructions**

1. Go to <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>
2. Select the green button to create a nidirect account and apply for an enhanced check. If you already have a nidirect account you should use this. You may be prompted to uplift this account to a higher level – instructions will appear on screen. [Guidance document to create a nidirect account](https://www.nidirect.gov.uk/sites/default/files/2025-03/Guidance-document-to-creat-%20NID-%20LOA2-accoun-%20for-AccessN-%20applications-.PDF)
3. You will need to retain your login credentials for future use.
4. A digital identity validation will be conducted when you create or uplift the nidirect account. Your current name, DoB and current address will be verified by nidirect. You will be asked to upload the required identity documentation and provide a selfie. Instructions will appear on screen.

If there are problems creating this account contact nidirect **on 0300 200 7868** or email [nida@nidirect.gov.uk](mailto:nida@nidirect.gov.uk).

1. Once you have successfully created/logged in, you will be taken to the on-line AccessNI application.
2. Enter the PIN number below at Step 1 of the form completion.

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| **5** | **9** | **6** | **1** | **5** | **5** |

1. Complete the remainder of the application.
2. Upload the required identity documents to the AccessNI application form. You are required to upload **two** identity documents, chosen from the AccessNI list provided, to the AccessNI application form to allow the Signatory to verify that middle names and previous surnames have been provided. To help avoid delays, where possible the following documents should be uploaded with the application form:-

* Applicant’s birth certificate issued at time of birth or another suitable document that confirms the name(s) at birth and date of birth;
* A document that contains both the applicant’s current name and photograph.

1. Continue to complete the remaining fields on the application.
2. At STEP 12 you must confirm and date the declaration.
3. When you click on  **confirm and proceed**  the application will be automatically forwarded to the Signatory for approval.
4. Please Fill out and Sign the Top half of a page and Send to the NGB who requested the check to be done

Please note below the 10 digit AccessNI reference number you are provided with once you have submitted the application on-line:

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| Application Reference1 |  |  |  |  |  |  |  |  |  |  |  |

Please return this form to the person who asked you to undertake an AccessNI check

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 tick as appropriate)*

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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Registered/Umbrella Body Instructions to Applicant**  Please provide name of your organisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  This information can be helpful to Umbrella Bodies when processing disclosure applications for several client organisations. |

**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:             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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](https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf)

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

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| **ACCESSNI LIST OF ACCEPTABLE IDENTITY DOCUMENTS** |  |

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| Original Birth certificate (issued within 12 months of birth) | UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces |
| Certified copy of birth certificate (issued more than 12 months after time of birth) | UK, Isle of Man, Channel Islands or Ireland |
| Long form Irish birth certificate (issued at time of registration of birth) | Ireland |
| Adoption Certificate | UK, Channel Islands or Ireland |
| Passport | Any current and valid passport |
| Irish Passport Card | Cannot be used with an Irish passport, Current and Valid |
| Current driving licence photocard | Full or provision - UK, Isle of Man, Channel Islands or Ireland |
| 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 March 2000) | UK, Isle of Man, Channel Islands and Ireland |
| eVisa – via weblink and share code | Current and valid |
| 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, Current and Valid |
| Electoral ID card | Northern Ireland only |
| Marriage / Civil Partnership certificate | UK, Channel Islands or Ireland |
| HM Forces ID card | UK |
| Firearms licence | UK, Channel Islands and Isle of Man, Current and Valid |
| Mortgage Statement | UK or Ireland, dated within 12 months |
| Financial statement, for example ISA, pension or endowment | UK or Ireland, dated within 12 months |
| P45 or P60 statement | UK or Channel Islands, dated within 12 months |
| Land and Property Services rates demand | Northern Ireland only, dated within 12 months |
| Council tax statement | UK or Channel Islands, dated within 12 months |
| Credit card statement | UK or Ireland, dated within 3 months |
| Bank or Building Society statement | UK, Channel Islands or Ireland, dated within 3 months |
| Utility bill (not mobile phone) | UK or Ireland, dated within 3 months |
| Benefit statement, for example Child Benefit, Pension etc | UK, dated within 3 months |
| Official Government/Council Document | 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, dated within 3 months |
| EEA National ID card | Current and Valid |
| SmartPass issued by Translink | Northern Ireland |
| yLink card issued by Translink | Northern Ireland |
| Cards carrying the PASS accreditation logo | UK, Isle of Man and Channel Islands, Current and Valid |
| Letter from head teacher or further education college principal | UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided |
| 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 |
| Exceptional circumstances – Document agreed with AccessNI | Cannot be used unless advised by AccessNI |