

**ACCESSNI
PIN NOTIFICATION AND
ID VALIDATION FORM (PINIV₀₆₁₉)**

This form is to be used by an organisation who is requesting an Enhanced Disclosure Check for staff or volunteers through the Umbrella Body Volunteer Now. It is in three parts and the full form must be returned with copies of ID checked and payment to the Counter signatory in order for checks to be processed. The Counter signatory who has issued this form is Lynn Johnston.

Part 1 (to be completed by the organisation)

Name of organisation	Inline Hockey Ireland
Name of applicant	
Title of position/role applied for	
Description of post/role and eligibility* for disclosure (please provide as much detail as possible to demonstrate eligibility)	
Type of disclosure* being requested (please tick what is applicable)	<input type="checkbox"/> Enhanced with Barred List Check (for <u>regulated activity children</u>)
Tick if applicant is a paid staff member or a volunteer	<input type="checkbox"/> Volunteer

* For guidance on eligibility and the level of disclosure that you can request for the role you have outlined above see links below
<https://www.volunteernow.co.uk/app/uploads/2019/02/Disclosure-and-Barring-in-NI-CHILDREN.pdf>
<https://www.volunteernow.co.uk/app/uploads/2019/02/Disclosure-and-Barring-in-NI-ADULTS.pdf>

Please note: Volunteer Now will not sign ineligible disclosure applications

Part 2 (to be completed by the applicant)

I understand that the organisation named in Part 1 will pass this form and copies of my ID to Volunteer Now (an Access NI Umbrella Body) in order to process my Access NI application. I give permission for Volunteer Now to collect, hold and use my personal information (you have the right to withdraw this permission at any time). Volunteer Now collects your personal information, holds it securely and only uses it to process Access NI applications. For more information about how we use your data, please see our privacy policy at <http://www.volunteernow.co.uk/privacy-policy>.

I understand the **nature of the check** required for the role that I am applying for and give my permission for a barred list check to be carried out if the role is eligible.

I confirm that I have the **right to work** (paid employment) in the UK.

Completing the application

1. Go to 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. 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	0	2	0	9	7
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6. Complete the remainder of the form being careful to enter correct details including *all of your forenames*.

Note: At Step 5 of 11, under '**Organisation Reference**' *please enter the name of the organisation that you will be working/volunteering with.*

7. Click on **confirm and proceed** to finish the on-line process.

8. You must note below the 10 digit AccessNI reference number in the boxes below:

Application Reference¹

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9. **Return this form to the person who asked you to complete the AccessNI application.**

If you need help, more information on completion of an application can be found at <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>

A copy of the Access NI Code of Practice can be found at <https://www.nidirect.gov.uk/publications/accessni-code-practice>

The Access NI Privacy Notice can be found at <https://www.justice-ni.gov.uk/publications/ani-privacy>

¹ This is the 10 digit case reference number provided on the confirmation page (Step 12) and emailed when the applicant completes their details on the AccessNI on-line system.

Part 3 Identity validation (to be completed by the organisation)

The organisation that is requesting the check must verify the ID of the applicant in line with Access NI identity and validation processes, complete this form and return to the counter signatory in Volunteer Now with copies of ID. (See www.nidirect.gov.uk/identity-checking-signatories)

Three documents should be produced in the name of the applicant and they must be **originals** not copies; **one from Group 1 and two further documents from Group 1 or Group 2a or Group 2b**. At least one must show applicant's current address. If an applicant does not have Group1 documentation, then **four documents from Group 2** should be produced, one must be a birth certificate issued after the time of birth. At least one of these documents should be photographic identification.

Copies of ID must be attached to this form and sent to the Umbrella Body.

Applicant details as they appear on the ID documentation provided:

Full name (including all forenames)

Date of Birth :

		/			/				
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Current postcode :

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Driving license number Passport number.....

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

Date of ID check :

		/			/				
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Signed :

Name (Capitals) :

In order for checks to be processed promptly please return this form with appropriate payment to:

Counter signatory name: _____

Address: _____

NOTE:

Volunteer checks = £10

Staff checks = £43

Please tick:

I enclose a cheque for _____ payable to Volunteer Now

I have paid by BACS

Checks cannot be processed until this form (with payment) has been received by the Counter signatory.

GROUP 1

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

GROUP 2a

- | | |
|---|---|
| <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, ROI, 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 Island, 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

- | | |
|--|---|
| <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 organization (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