

## Instructions and ID Validation Form (April 2018)

### Applicant instructions – to be completed by the applicant

1. Go to [www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body](http://www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body) and select the **green** button for an enhanced check through a registered body.  
See Access NI Code of Practice – copy is available on request.
2. Register your account by creating a user ID and password; this will be your account with NI Direct - keep these details safe as you will need them to track the progress of your application.
3. Once successfully logged into your account you will be taken to the online application form.
4. Enter the organisation PIN: **509255**
5. Complete the remainder of the form, including your Swim Ireland membership number and click **confirm and proceed** to finish the on-line process.
6. You must fill in the 10-digit case reference number received when you complete your online application:  

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7. You must also complete:  
SI membership number: \_\_\_\_\_ Club: \_\_\_\_\_ Role: \_\_\_\_\_
8. Attach copies of **ID documents (as required below)**; return form and payment (if due) to Swim Ulster (address below) within four weeks of your online application. On receipt your application will be submitted to Access NI for processing.
9. **You are required to inform the Signatory (Ruth McQuillan) of any information your disclosure certificate contains. You are not eligible to take up any role or position until a decision regarding eligibility is made.**  
**NB: A criminal record will not automatically bar applicants obtaining a position - all decisions are based on the Swim Ireland Vetting Policy.**

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### Identity validation – to be completed by a Responsible Person\*

Three documents should be produced in the name of the applicant; **one from Group 1 and two from Group 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 documents provided:**

Full name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current postcode: \_\_\_\_\_ Diving Licence No.: \_\_\_\_\_

Passport No.: \_\_\_\_\_ National Insurance No.: \_\_\_\_\_

### **I confirm I have seen the original ID documentation as indicated on the attached sheets**

Signed: \_\_\_\_\_ Position: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Name Club/Organisation: \_\_\_\_\_

\*Responsible person = SU staff member / solicitor / doctor / PSNI

Send fully completed form to: Swim Ulster ANI Application, Bangor Aurora, 3 Valentine Road, Bangor, BT20 4TH.

**Identity Documents Required – please tick those provided**

**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 Islands 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 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**

- |  |   |
|--|---|
| <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**

**THIS FORM MUST BE SENT TO & RETAINED BY SWIM ULSTER  
PLEASE DO NOT SEND IT TO ACCESSNI**