

Access NI (ANI) Procedure for Swim Ireland July 2021

Application process

The Access NI application for an enhanced check is a two-part process for an applicant. You are required to complete:

- (i) The on-line vetting application – this is done through your nidirect account
- (ii) The ANI Declaration and Application Form – this contains the Applicant Declaration which must be completed and the Application for ANI Disclosure Certificate with instructions for completion and identification verification

Part one: Completing the online application form:

- You must create a nidirect account if you do not already have one. You will receive a confirmation email to activate your account. Follow the instructions in Section 1 on the ANI Declaration and Application Form for an **enhanced check** – this is the check required for regulated positions in Swim Ireland (see Swim Ireland Vetting Policy [here](#)).
- Once logged in you must enter the organisational PIN to ensure the application is registered with Swim Ulster as the registered body. The PIN is provided on the ANI Declaration and Application Form in Section 2.
- You will need to provide your home addresses for the last five years, your NI number, passport/driving licence numbers (if you have these) and you must enter your Swim Ireland membership number, so we can identify you on the Swim Ireland database.
- You can opt to receive a digital certificate. This allows you to view and share the certificate from your nidirect account and is the most efficient method of obtaining your certificate. If the ANI check discloses a criminal history, you will receive a paper certificate in the post.
- You will be given a 10-digit case reference number when the on-line application is completed (this is also emailed to you).

Part two: Completing the ANI Application ID Form:

- In Section 1 you must read, answer the questions and sign the declaration; you do not need to show this to anyone else, but it must accompany your ANI Declaration and Application Form when sent to Swim Ulster.
- In Section 2 you must enter the 10-digit case reference number, your Swim Ireland membership number, club and your role on the ANI Declaration and Application Form.
- You must take the form together with the required identification documents to either a member of SU staff, a Club Officer, solicitor, doctor or PSNI Officer. This person must see your original identification documents and you must provide copies of these. The number of each and the accepted documents are detailed in Section 3 and Section 4.
- The person signing Section 3 fills in your details on the ANI Declaration and Application Form as they are shown on your identification documents and checks the boxes in Section 4 to indicate which documents have been seen.
- A Parent Consent Form must be completed and attached if you are aged 16 or 17 years old.
- You must send the form together with copies of the identification documents to Swim Ulster within 21 days of completing the online form. Your online application will be rejected if not received within this time.
- If your application is not completed correctly or the wrong online form is completed, your application will also be rejected.

Processing procedure by signatory

When the ANI Declaration and Application Form is received within 21 days the signatory will check the information on the ANI Declaration and Application Form with the information given in your online application form.

If the information is correct the signatory will submit the application to ANI for processing.

If the information does not match your application will be rejected.

Process for disclosures from ANI

The signatory will see when an ANI Certificate has been issued to you. If there is no disclosure on the certificate you are not usually required to submit a copy of your certificate. If your certificate contains disclosed information you are responsible for issuing the signatory with your certificate in order that a determination can be made. A copy may be made for decision making purposes only and then destroyed. Any decision about an applicant's suitability is determined according to the current Swim Ireland Vetting Policy. No position may be taken up prior to this decision.

Retention of documents

Your ANI Application ID Form and copy documents will be securely retained for 90 days following the issue of your ANI certificate and then destroyed.

You can view the Swim Ireland Privacy notice [here](#) and the Access NI Privacy notice [here](#)

END July 2021