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

Applicant instructions (Read Carefully)

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.
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.
5. Once you have successfully created/logged in, you will be taken to the on-line AccessNI application.
6. If your nidirect account is not activated automatically and goes to the manual verification queue you will need to select the link at number 1 again, when your nidirect account has been activated to log in and complete the AccessNI application.
7. Enter the PIN number below at Step 1 of the form completion.

1	**2**	**0**	**6**	**0**	**9**

8. Complete the remainder of the application.
9. Upload the required identity documents to the AccessNI application form. You are required to upload **two** identity documents, chosen from the AccessNI List of Acceptable Identity Documents 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.
10. Continue to complete the remaining fields on the application.
11. At STEP 12 you must confirm and date the declaration.
12. When you click on **confirm and proceed** the application will be automatically forwarded to the Signatory for approval.
13. Finally**, complete the first section on P2 of this form** (Points 1-3) and forward to your Governing Body/ Organisation representative. They will complete the remainder of the PIN Form regarding the role etc and forward to the NI Sport Forum for completion of the check.

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APPLICANT DETAILS

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

Application Reference[1]										

2. Name of Applicant: _____ Governing Body:_____
   Date of Birth: _____ First Line of Current Address:_____
3. **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 'X' as appropriate)*

PLEASE SEND THE SIGNED PIN FORM TO YOUR NGB REP. They MUST complete the below sections and return to NI Sports Forum signatory before any applications can be passed for checks.

GOVERNING BODY (GB)DETAILS **(To be completed by GB Contact)**

1. Please provide name of your organisation: **Triathlon Ireland.**
   This information can be helpful to Umbrella Bodies when processing disclosure applications for several client organisations.
2. Name of GB Contact (to notify on receipt of certificate): **Niamh O'Gorman**
3. Email Address of GB Contact (to notify on receipt of certificate): **niamh@triathlonireland.com**
4. Telephone No/Mobile No of GB Contact (to notify on receipt of certificate): **+353 87 3627106**
5. Please confirm is this a paid or voluntary post ('X' one)
   ☐ **Paid** (check costs £32 + £10 administration fee = £42 required)
   ☐ **Volunteer** (free check but NISF require payment of £10 administration fee)
6. **Position applied for:** _____
7. **Please 'X' Yes or NO as appropriate**:

- Is the role self employed? ☐ Yes ☐ NO
- 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

8. Governing Body Contact **Signature**_____

The Access NI Code of Practice can be found at http://www.nisf.net/access-ni/ or HERE
A criminal record will not necessarily be a bar to obtaining a position. Please refer to your GB Safe Recruitment Procedure's Policy.

ACCESSNI LIST OF ACCEPTABLE IDENTITY DOCUMENTS

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