

# INFO, PIN NOTIFICATION AND ID VALIDATION FORM 2015

HORSE SPORT IRELAND AND NISF



Horse Sport Ireland and NISF need **certain information** to **process AccessNI applications** on your behalf. Please follow the instructions below for the online process, **sign the ID form** and follow the validation process.

## Applicant Instructions:

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) (only live from 1st April 2015)
2. Select the **green button** to Apply for an enhanced check through a registered body (NISF).
3. Register your account (Email address required) 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 online** of the form completion. **This is the NISF's PIN number** and will **ensure that your application is automatically forwarded to NISF** for processing **on behalf of Horse Sport Ireland**. Please enter it carefully.

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6. Complete the remainder of the form and click on **confirm and proceed** to finish the on-line process.
7. You **must insert below the 10 digit AccessNI reference number** you are provided with once you have submitted the application on-line:-

Application Reference 

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8. **Please return this form to the person who asked you to undertake an AccessNI check** and present relevant identification as listed on final page

**Name of Applicant:** \_\_\_\_\_ **Governing Body:** *Horse Sport Ireland*

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)

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For further information contact Horse Sport Ireland: **Tel:** (045) 850 800 **Email:** [info@horsesportireland.ie](mailto:info@horsesportireland.ie)

**Identity Validation: To be completed by; Club/Governing Body/Authorized Person**

Three documents should be produced in the name of the applicant; **one from Group 1 and two from Group 2**. If this is not possible, then **four documents from Group 2** should be produced, one of which being a birth certificate issued after the time of birth. At least one of these documents should be photographic identification.

**Applicant details as they appear on the ID documentation provided:**

Applicant Full Name : .....

Date of Birth : 

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Current postcode : 

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\*Please note if you do not have a post code please include full address on this page.

**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) : .....

Position in club/governing body: .....

**Governing Body Details: To be completed by Horse Sport Ireland 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:**

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

**Application type (tick one):**

- New Post Holder  Existing Post Holder  Re-check of Existing Post Holder

Governing Body Contact Signature: \_\_\_\_\_

## GROUP 1

- Current passport (any nationality)
- Biometric Residence Permit (UK)
- Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EU country)
- Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth
- Original long form Irish birth certificate – issued at time of registration of birth
- Adoption certificate (UK, Isle of Man or Channel Islands)

\* documentation must be less than 3 months old

\*\* documentation must be issued within the last 12 months

## GROUP 2

- Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth
- Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands)
- HM Forces ID card (UK)
- National Insurance Card or notification letter with NI number (UK)
- Firearms licence (UK and Channel Islands)
- Bank / Building Society Account Confirmation Letter
- Electoral ID card (NI only)
- EU National ID card
- Cards carrying the PASS Accreditation logo (UK and Channel Islands)
- SmartPass (Translink) (NI only)
- Current UK driving licence (old paper version)
- Examination certificates (16-18 year olds only)
- Bank/Building Society Statement (UK or EEA)\*
- Credit card statement (UK or EEA)\*
- Utility Bill (UK or ROI)\* – not mobile phone
- Benefit statement (UK)\*
- Addressed payslip\*
- Mortgage statement (UK or EEA)\*\*
- Financial statement (UK)\*\*
- P45/60 statement (UK and Channel Islands)\*\*
- Land and Property Services Agency rates demand (NI only)\*\*
- Work Permit/Visa (UK) (UK Residence Permit)\*\*.
- Letter from a Head Teacher or Further Education College Principal (16-18 year olds in full time education – only to be used when other documentation routes are exhausted)\*\*

**THIS FORM SHOULD BE FORWARDED TO HORSE SPORT IRELAND  
PLEASE DO NOT SEND IT TO ACCESSNI**