

INFO, PIN NOTIFICATION AND ID VALIDATION FORM 2018

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 full application process and ensure to read all 8 steps carefully.

Applicant Instructions:

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 (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** 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 the 10 digit AccessNI reference number** you are provided with once you have submitted the application on-line to this box:-

Application Reference

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8. **Please return this form to Horse Sport Ireland** along with copies of relevant identification as listed on the final page of this form and the relevant application fee.

Name of Applicant: _____ **Governing Body:** *Horse Sport Ireland*

Applicant's Confirmation: *'I agree to pass 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:** _____

Applicant's Contact No: _____

Applicant's Role: _____

Identity Validation: To be completed by; Affiliate or Horse Sport Ireland

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 ID documentation as indicated on the attached sheet.

Date of ID check :

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Signed :

Name (Capitals) :

Position in Affiliate/HSI :

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**