

# 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](http://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 made payable to Horse Sport Ireland.

**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 further documents 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 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

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

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

- |   |  |
|---|--|
| <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 SHOULD BE SENT TO THE HORSE SPORT IRELAND - NOT ACCESS NI**