



## Applicant instructions

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](mailto: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	8	9	1	4	2
---	---	---	---	---	---
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 provided, 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 Registered Body Signatory for approval.

Please fill in the 10 digit AccessNI reference number you are provided with once you have submitted the application on-line:

Application Reference<sup>1</sup>

--	--	--	--	--	--	--	--	--	--

Please complete and return this form to the person in your organisation who asked you to undertake an AccessNI check. Please also bring with you the same two documents from the List of Acceptable Documents that you have already uploaded to your application as evidence of your identity. These should be original documents, not photocopies, scans or printouts.

**Applicant's Confirmation:** *'I agree to passing this information to Paddle Northern Ireland 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

## Applicant (please complete)

Full Name (including all middle names): \_\_\_\_\_

Any Previous Names: \_\_\_\_\_

Paddle NI Membership Number: \_\_\_\_\_

All offers of volunteering are subject to receipt of satisfactory AccessNI Check.

### Enhanced application with Barred List Check

Is there any reason why you cannot work in Regulated Activity with children/adults?  Yes  No

### Relevant Policies

Paddle Northern Ireland have policies in place to cover adherence to Access NI Code of Practice, Recruitment of Ex-Offenders, Secure Handling of Disclosure information and Data Processing. Please see links below to policies.

Please tick your acceptance:  Understood

[AccessNI Code of Practice](#)

[Policy on the Recruitment of Ex-offenders](#)

[Code of Practice on the Secure Handling, Use, Storage & Retention of Disclosure Information](#)

[Paddle NI Data Protection](#)

---

## Registered/Umbrella Body Instructions to Affiliated Club (club please complete)

Name of Affiliated Representative: \_\_\_\_\_

Name of Affiliated Club: \_\_\_\_\_

Please provide details of your role in the affiliated club: \_\_\_\_\_

Please tick on the list attached to verify which two documents have been uploaded by the applicant and sign below to confirm your acceptance of the ID documents. *Please see Number 9 on page one of this form.*

Club Contact Signature: \_\_\_\_\_

Please confirm is this a paid or voluntary post (tick one)  VOLUNTEER  PAID (Employee, Cost £32)

Please specify position applied for which falls under regulated activity (or is a Designated Safeguarding Officer role): \_\_\_\_\_

Will the work be carried out at the home of the applicant?  YES  NO

Tick to confirm the disclosure is required for the purposes of asking an exempted question.

Tick to confirm the disclosure is required for a prescribed purpose.

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

## 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	