

TABLE TENNIS ULSTER

Instructions for AccessNI applications

Table Tennis Ulster (TTU) need to verify the identification of those volunteers who are required to complete an AccessNI Enhanced Disclosure vetting check. To complete the process each volunteer must –

- Complete the application form in black ink and capital letters only.
- Provide details of five year address history
- Produce relevant identification in person to the verifying officer.

The provision of vetting checks and the issuing of criminal record certificates are governed by a Code of Practice as set out in Part V of the Police Act 1997. To access the Codes of Practice please use the attached link: www.nidirect.gov.uk/publications/accessni-codepractice

Please follow the instructions below, sign the form and follow the validation process.

Applicant instructions

1. Log onto AccessNI website @ www.nidirect.gov.uk/accessni
2. Select the option – Apply for an enhanced check through a registered body
3. Register your details by creating a user ID and password.
4. Once you have created a new account, AccessNI will forward you an email advising that a new account has been created.
5. Log onto to your account and follow the online instructions, select ‘Apply for Disclosure Certificate’ and the ‘Enhanced’ option.
6. During the process you will require a Registered Body name (TTU) and PIN (470445).
7. Complete the remainder of the online form and click on SUBMIT to finish the process.
8. Once the process is complete you will be given a ten digit reference number – make a note of the reference number in the boxes below.

Applicant’s Reference Number -

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

Name of Applicant _____ Governing Body _____

Applicant’s confirmation: ‘I agree to this information being passed to Table Tennis Ulster for the purpose of completing an AccessNI check and I understand that this process will include a check against the barred list’.

YES / NO

NB. A criminal record will not necessarily be a bar to obtaining a position. TTU will consider the relevance of the conviction to the role/position.

TTU has a recruitment of ex-offenders policy which is available on request.

An Enhanced Disclosure check for regulated activity will include a check with the Disclosure and Barring Service (DBS) which keeps lists of people who are unsuitable for work with children.

Regulated activity involves working frequently (once a week or more) or unsupervised with children. For example, you work in regulated activity if you: teach, train, instruct, care for or supervise children.

Can you confirm if there is any reason why you cannot work in regulated activity? Yes/No

Applicant's Signature: _____ Date: _____

For further information the applicant can contact TTU's Child Protection Officer, Adrian Brown @ aidyvbrown@gmail.com or 07713 678644.

IDENTITY VALIDATION

To be completed by the club / Gov. Body authorised person.

All applicants must provide a minimum of 3 documents and the documents must be original not copies. Applicants can follow one of two routes: -

Route 1

Applicant must provide: -

- 1 document from Group 1; and
- 2 further documents from Group 1 or Group 2a or Group 2b

At least one of the documents must show the applicant's current address.

Route 2

This applies only where an applicant does not have Group 1 documentation.
Applicant must provide: -

- 4 documents from Group 2a and 2b

One document must be a birth certificate issued after the time of birth.
One document must show the applicant's current address

Group 1: Primary identity documents

Document	Notes
Passport	Any current <u>and</u> valid passport
Biometric Residence permit	UK
Current driving licence photocard (full or provisional)	UK, Isle of Man, Channel Islands, Ireland or any EEA country
Birth certificate issued at time of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Long form Irish birth certificate issued at time of registration of birth	Ireland
Adoption certificate	UK, Isle of Man or Channel Islands

Group 2a: Trusted government documents

Document	Notes
Birth certificate issued after time of birth	UK, Isle of Man, Channel Islands or Ireland
Marriage / Civil Partnership certificate	UK, Isle of Man, Channel Islands or Ireland
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man
Electoral ID card	Northern Ireland only
Current driving licence photocard (full or provisional)	All countries outside the EEA
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
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

All driving licences must be valid.

Group 2b: Living and Social history documents

Document	Notes	Issue date / validity
Mortgage Statement	UK or EEA	Within last 12 months
Financial statement, for example ISA, pension or endowment	UK	Within last 12 months
P45 or P60 statement	UK or Channel Islands	Within last 12 months
Land and Property Services rates demand	Northern Ireland only	Within last 12 months
Council tax statement	Great Britain and Channel Islands	Within the last 12 months
Credit card statement	UK or EEA	Within last 3 months
Bank or Building society statement	UK or EEA	Within last 3 months
Bank or Building society statement	Countries outside the EEA	Within the last 3 months – branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK or EEA	Within last 3 months
Utility bill (not mobile phone)	UK or EEA	Within last 3 months
Benefit statement, for example Child Benefit, Pension etc.	UK and Channel Islands	Issued in last 3 months
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	Issued in last 3 months

EU National ID card		Must be valid
60+ or Senior (65+) SmartPass issued by Translink	Northern Ireland	Must be valid
yLink card issued by Translink	Northern Ireland	Must be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be 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	Must still be valid
Letter of sponsorship from future employment provider or voluntary organisation	Non-UK or non-EEA only for applicants residing outside UK at time of application	Must still be valid

Applicant details as they appear on the ID documentation provided.

Check that the information on the application form matches the information found on the identity documentation.

Applicant Full Name : _____

Date of Birth : _____

Current Postcode : _____

I confirm that I have checked the identity of the above named person against the documents listed and have established that this is the person applying for a disclosure certificate.

Date of ID check : _____

Signed : _____

Name (Capitals) : _____

Position in Club : _____

NB. TTU has a written policy on the Secure Handling, Use, Storage and Retention of Disclosure information. A copy of the policy is available on request.

