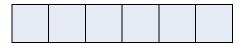




## PIN NOTIFICATION AND ID VALIDATION FORM

## **Applicant instructions**

- 1. Go to www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-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 can use this rather than creating a new one.
- 3. Register your account 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. Please contact British Gymnastics Customer Support Team on 0345 1297129 and request a **6-digit PIN** number.



- 6. Then enter the PIN number below at Step 1 of the form completion.
- 7. Complete the remainder of the e-application and click on confirm and proceed to finish the on-line process.
- 8. You must note below the 10 digit AccessNI reference number in the boxes below:-

·					
Application Reference*					

<sup>\*</sup> This is the 10 digit case reference number provided on the confirmation page (Step 12) and email when the applicant completes their details on the AccessNI on-line system.

- 9. Return this form to the club who asked you to complete the AccessNI application together with your original documents.
- 10. Once the club verifier has completed their checks, and this form, you must forward a copy, alongside your documents and payment to British Gymnastics. Applications will not be processed further until this information has been received by British Gymnastics.
- 11. To make a payment please contact British Gymnastics on 0345 1297129 to arrange for the charge to be added to your GymNet account. This can be allocated to the individual or the club. (Please note we are no longer able to accept cheques/postal orders as payment). Fees are currently:
  - £15.00 for Volunteers
  - £48.00 for Paid Positions
- 12. Send this completed form alongside copies of your ID documents to British Gymnastics. This can be sent via post or email:
  - Post: Access NI, British Gymnastics, Lilleshall National Sports Centre, Newport, Shropshire, TF10 9AT
  - Email: customersupport@british-gymnastics.org.
- 13. Once all paperwork has been received, British Gymnastics will process the application. British Gymnastics will then receive notification of your completed AccessNI:
  - If no content this will automatically be updated to your membership.
  - If there is content you will be contacted by the Safeguarding Team and will need to send your original certificate and supporting documents/statement to the above address (FAO Safeguarding). We strongly recommend posting this recorded delivery.





## Identity validation (to be completed by the club verifier)

Applicant details as they appear on the ID documentation provided:

The person validating the identity of the applicant may be the Club Welfare Officer, Committee member, Head Coach, British Gymnastics Tutor/Course Organiser or Line Manager and must not be related.

Please tick the appropriate boxes to indicate which ID documentation has been seen and checked.

A photocopy of each of these documents MUST also be taken and forwarded to British Gymnastics together with this completed signed form and payment. British Gymnastics will retain the copies for 90 days after the certificate is issued.

Three documents must be provided in the name of the applicant; one from Group 1 and a further two from any group. 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.

	F
Surname	Any other Surname(s)
First Name	Middle Name(s)
Date of Birth	
Current postcode	
Driving licence number	: Passport number :
National Insurance Number	:
Other applicant details:	
Position/Role	:
Club	:
Where the applicant is not a UK ensure the applicant has the rig	or Irish national and the application is for work (paid positions), a check has been made t ht to work in the UK:
Yes	No N/A
I confirm I have seen the origir	al ID documentation as indicated below.
Date of ID check	: / / /
Signed	:
Name (Capitals)	:





Tick the documents verified:

	GROUP 1 : Pr	imar	y identity documents		
	Current passport (any nationality)		Original birth certificate (UK, Isle of Man and Channel Islands including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces) issued with 12 months of birth		
	Biometric Residence Permit (UK)		Original long form Irish birth certificate –issued at time of registration of birth (Ireland)		
	Current driving licence (UK, Isle of Man, Channel Islands or Ireland)		Adoption certificate (UK, Channel Islands or Ireland)		
	GROUP 2a : Trus	sted	government documents		
	Birth certificate (UK, Isle of Man, Channel Islands or Ireland) issued after time of birth		Electoral ID card (NI only)		
	Marriage / Civil Partnership Certificate (UK, Channel Islands or Ireland)		Current driving licence photocard, full or provisional (All countries outside of the UK (excluding Isle of Man and Channel Islands)		
	HM Forces ID card (UK)		Current driving licence full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands and Ireland)		
	Firearms licence (UK, Channel Islands or Isle of Man)		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)		
	GROUP 2b : Financi	al ar	nd social history documents		
	Mortgage Statement (UK or Ireland)		Land and Property Services rates demand (NI only)		
	Financial statement, for example ISA, pension or endowment (UK or Ireland)		Council tax statement (UK and Channel Islands)		
	P45 or P60 statement (UK or Channel Islands)				
	Above documents mus	t be i	ssued within the last 12 months		
	Credit card statement (UK or Ireland)		Bank or building society account opening confirmation letter (UK)		
	Bank or Building society statement (UK, Channel Islands or Ireland)		Utility bill (not mobile phone) (UK or Ireland)		
	Bank or Building society statement (Countries outside the UK) (Branch must be in the country where the applicant lives and works)		Benefit statement, for example Child Benefit, Pension, etc (UK)		
	Central or local government, government agency, or loc Work and Pensions, the Employment Service, HMRC (UK		uncil document giving entitlement, for example from the Department for hannel Islands)		
	Above documents mus	t be	issued within the last 3 months		
	EEA National ID card		Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) $$		
	ul integrand investigate (All)		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)		
	Irish Passport Card (Cannot be used with an Irish passport)		Letter of sponsorship from future employment provider or voluntary organisation (Non-UK only - valid for applicants residing outside UK at time of application)		

Above documents must be valid at the time of checking

THIS FORM SHOULD BE RETAINED WITHIN BRITISH GYMNASTICS PLEASE DO NOT SEND IT TO ACCESSNI