



## PIN NOTIFICATION AND ID VALIDATION FORM for signatories

### Part A - Applicant instructions (See accompanying Guidance notes)

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.
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 Services on 0345 1297129 and request a **6-digit PIN** number. Then enter the PIN number below at step 1 of the form completion.

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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 note below the 10 digit AccessNI reference number in the boxes below:

Application Reference\*

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\*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.

8. Hand this form to your verifier/person who asked you to complete the AccessNI application, together with your original documents and payment. Once the verifier has completed their checks, this form, together with copy documents and payment must be forwarded to Access NI, British Gymnastics, Lilleshall National Sports Centre, Newport, Shropshire TF10 9AT (*Online applications will not be processed further until this information has been received*).

### Part B – Identity validation - verifier instructions

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 must retain the copies for 90 days after the certificate is issued.

Three documents should be produced in the name of the applicant; **one from Group 1 and two 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. The identity verifier should now complete the following:

**Applicant details as they appear on the ID documentation provided:**

Surname..... First Name(s).....Middle Name(s).....

Date of Birth : 

		/			/				
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Current postcode : 

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Driving licence number..... Passport number.....

National Insurance Number : .....

**Other applicant details:**

Position/Role : .....

Club : .....

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**I confirm I have seen the original ID documentation as indicated below.**

Date of ID check : 

		/			/				
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Signed : .....

Name (Capitals) : .....

Position/Role : .....

Club : .....

Tick the documents verified:

**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 photo card (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**

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|--|--|
| <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 RETAINED WITHIN YOUR ORGANISATION  
PLEASE DO NOT SEND IT TO ACCESSNI**