

Appendix 1- ID and Role Validation Form – Revised July 2014

It is standard good recruitment practice for employers to satisfy themselves as to the identity of those applying for positions. NISF, as an Umbrella Body who are assisting other organisations through the checking process, must ensure documentary evidence is validated to enable NISF to indicate on the AccessNI Disclosure Application form (Part E), the checks have been made. Organisations must ensure they comply with Access NI Code of Practice Section 3.

VALID ID DOCUMENTS: Three documents must be produced in the name of the applicant; one from Group 1 and two from Group 2 (listed below). If this is not possible, then four documents from Group 2 must be produced. It is preferred that at least one of these documents includes photographic identification. The Chairman or Responsible Officers should use this form and tick the appropriate boxes to indicate what ID has been checked. This ID Validation Form may be made available to AccessNI on request and therefore will be retained for 90 days after the disclosure certificate has been issued.

Name of Applicant: _____

Applicant's Confirmation: *'I agree to the Governing Body passing my application and relevant details to the Northern Ireland Sports Forum for the purposes of this process'.*

Yes

No

(please tick as appropriate)

Applicant's Signature: _____

Governing Body Confirmation

Will the work be carried out at the home of the applicant? No Yes

Is the role applied for formally supervised?

It is expected that Governing Bodies will be working to best practice standards and ensuring that no coaches/volunteers are left isolated when working with children. But the term "supervised" in the context of the legislation refers to ensuring that a person can be formally supervised by someone else in a position of authority, with line management responsibility for that individual who is, themselves, in regulated activity. Will the applicant be supervised at all times while operating on behalf of your sport? To enable an Enhanced Disclosure with a Barred List Check to be undertaken you must tick **no**:

Yes No

Type of Barred List Check (is the applicant working with children or vulnerable adults or both)

Does this position require a check of the Children's Barred List? (Regulated Activity)

Yes No

Does this position require a check of the Vulnerable Adults' Barred List? (Regulated Activity)

Yes No

Application Type:

New post holder Existing post holder Re-check of existing post holder

Post type: Coaching Administration Coaching & Admin

Contact details:

Name of GB Contact, and Gov Body Name (to notify on receipt of certificate):

Name: _____ GB Name: _____

Email Address of GB Contact (to notify on receipt of certificate):

Telephone No/Mobile No of [GB](#) Contact (to notify on receipt of certificate):

I confirm that the information pertaining to the role of the above named person is accurate and true. I have checked the identity of the above named individual against the documents listed and have established that this is the person applying for a disclosure certificate.

ID Check By: _____ Name (Chairman/Responsible Officer)

Role in Governing Body: _____

Date ID Check Carried Out: _____

Signed: _____ Date: _____

Payment Enclosed: Yes No

(Volunteers £5 to cover admin costs/Paid Position £35 - Cheques payable to Northern Ireland Sports Forum)

Access NI Disclosure Form Enclosed: Yes No

Please use the checklist below to indicate the ID checked and return to Northern Ireland Sports Forum along with completed ID Validation form and payment. Many thanks.

GROUP 1		GROUP 2	
•	Current Passport (any Nationality)	•	Birth Certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth
•	Biometric Residence Permit (UK)	•	Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands)
•	Current Driving Licence (UK, ROI, Isle of Man, Channel Islands or any EU country)	•	HM Forces ID Card (UK)
•	Original Birth Certificate (UK, Isle of Man or Channels) issue at time of birth	•	National Insurance Card or notification letter with NI number (UK)
•	Original Long Form Irish Birth Certificate –issued at time of registration of birth	•	Firearms Licence (UK and Channel Islands)
•	Adoption Certificate (UK, Isle of Man or Channel Islands)	•	Bank / Building Society Account Confirmation Letter
		•	Electoral ID Card (NI only)
		•	EU National ID Card
		•	Cards carrying the PASS Accreditation logo (UK and Channel Islands)
		•	Senior SmartPass (Translink) (NI only)
		•	Current UK Driving Licence (old paper version)
		•	Examination certificates (16-18 year olds only)
		•	Bank/Building Society Statement (UK or EEA)*
		•	Credit Card Statement (UK or EEA)*
	documentation must be less than 3 months old	•	Utility Bill (UK or ROI) – not mobile phone
		•	Benefit Statement (UK)*
		•	Addressed payslip*
		•	Mortgage Statement (UK or EEA)**
		•	Financial statement (UK)**
	documentation must be issued within the last 12 months	•	P45/60 Statement(UK and Channel Islands)
		•	Land and Property Services Agency rates demand (NI only)**
		•	Work Permit/Visa (UK) (UK Residence Permit)**.
		•	Letter from a Head Teacher or Further Education College Principal (16-18 year olds in full time education – only to be used when other documentation routes are exhausted)**