

### AccessNI eVetting steps

- 1) Applicant completes the AccessNI ID Validation form and online application form (below).
- 2) Applicant presents their original Identification documentation to their Club Children's Officer/Secretary Manager/Hon Sec for validation. Applicant can either **post or scan and email their signed ID validation form and copies of I.D. documentation** to the Vetting Department, Confederation of Golf in Ireland, Carton Demesne, Maynooth, Co. Kildare or email to [fiona@cgigolf.org](mailto:fiona@cgigolf.org)
- 3) Applicant must register and create an account and then complete their ANI Application Form online and submit it for authorisation to the Lead Signatory in CGI.
- 4) When you complete and submit your application you will be given a 10-digit case reference number. You must note the 10-digit number in the boxes on your PIN notification form. You will also need this if you wish to track your application.
- 5) **Signed I.D. Validation form and copies of ID documentation must be received by CGI before the Lead Signatory can authorise the online Vetting Application Form and submit it to Access NI for processing.**
- 6) Access NI processes the application and forwards a Disclosure Certificate to the Applicant. The Lead Signatory does not receive a copy of the certificate.
- 7) If there are convictions on applicant's disclosure certificate, CGI will request that the applicant forward their original cert to CGI for assessment with 14 days of receipt.

**AccessNI has introduced new requirements for identity checking of applicants, these are now included on the list below and from 1<sup>st</sup> May 2018 copies of ID documentation must be sent to CGI and will be kept on file for 90 days after the applicant's certificate is issued.**

Having a criminal record will not necessarily debar you from working with your golf club this will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate or provided directly to us by the police.

## INFO AND PIN NOTIFICATION

Please follow the instructions below to apply for an AccessNI Enhanced Check.

### Applicant instructions

1. Go to <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-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. Enter the PIN number below. This is **THE CONFEDERATION OF GOLF IN IRELAND** PIN number and will ensure that your application is automatically forwarded to THE CONFEDERATION OF GOLF IN IRELAND for processing. Please enter it carefully.

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6. Complete the remainder of the form (steps 1 – 12) and click on **confirm and proceed** to finish the on-line process.
7. You must note below the 10 digit AccessNI reference number you are provided with once you have submitted the application on-line:-

Application Reference

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8. **Your application will then be forwarded to CGI for authorisation. This will only be authorised on receipt of your ID Validation form and copies of ID documentation and once authorised by CGI your application will then be forwarded to AccessNI for further processing.**
9. You may track your application at any stage with your reference number.

If you have any questions please contact [fiona@cgigolf.org](mailto:fiona@cgigolf.org)

## **AccessNI - ID Validation Form**

Applicants who are required to undergo an AccessNI check can apply on-line and registered/umbrella body signatories can countersign applications on-line. **CGI can only process on-line applications on receipt of this signed and verified ID validation form and copies of ID documentation.**

Applicants are required to complete this document and have their Identification Validation check signed by one of the following: Club Children's Officer/Secretary Manager or Hon Secretary of their club and return to CGI.

**Please Note: This signed form must be received by CGI in order for the Lead Signatory to countersign your Enhanced Check online application. Failure to submit this validation form will result in delay in your application form being processed.**

**N.B. All sections must be completed.**

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Golf Club: \_\_\_\_\_

Email Address of Applicant: \_\_\_\_\_

Telephone No of Applicant: \_\_\_\_\_

**Details of position applied for :** \_\_\_\_\_

Must be regulated activity (see below)

**Please give details above of your position involving regulated activity (i.e. teaching, training, instructing, caring for, supervising children, or providing advice/guidance on well-being or driving a vehicle only for children)**

The position you are applying for requires you to be engaged in **regulated activity**. This requires you to undertake an Enhanced AccessNI disclosure check which will also include a barred check list. AccessNI Code of Conduct, Recruitment of Ex-Offenders Policy and Security Policy available on CGI website.

**Is there any reason why you cannot work in regulated activity? Yes: \_\_\_\_\_ No: \_\_\_\_\_**

**Application type (tick one):**

Paid role (£33.00)  Cheque \_\_\_\_\_ Bank Transfer \_\_\_\_\_ (please email CGI for Bank Details)

Volunteer role

**Applicant's Confirmation:** *'I agree to passing this information to CGI and/or any relevant golf organisations for the purpose of completing an AccessNI Enhanced 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  (please tick as appropriate)

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ID Validation -Cont'd.**

**To be completed by one of the following: Club Children's Officer, Secretary Manager, Hon Sec**

Three documents should be produced in the name of the applicant; **one from Group 1 and two from Group 1 or 2a or 2b.** 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. At least one document must show the applicant's current address.

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

Surname: ..... First Name: ..... Middle Name: .....

Applicant's Current Address: .....  
.....

Date of Birth : 

		/			/				
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Current postcode : 

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

National Insurance Number.....

**I confirm I have seen the original ID documentation as indicated on the attached sheet.**

Date of ID check : 

		/			/				
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Signed : .....

Name (Capitals) : .....

Golf Club : .....

Position in Club : .....

- Please send the following:**
- (1) This Signed ID Validation Form**
  - (2) Copies of ID documentation**
  - (3) Payment (£33.00 if applicable) to:**

Vetting Department  
The Confederation of Golf in Ireland  
Carton Demesne  
Maynooth  
Co. Kildare

**(Please include copies of ID documentation provided)**

### 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 photocard (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**

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|---|--|
| <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**

**THE ABOVE SHOULD BE FORWARDED TO THE CONFEDERATION OF GOLF IN IRELAND  
PLEASE DO NOT SEND IT TO ACCESS NI**