

# Notes on the application for vetting through AccessNI

## Identification

You will need to provide **3 forms** of identity with your completed application form.

One type of ID should be **photographic (passport or driving licence)**. The other 2 forms should show your address (**utility bill or bank statement/letter**) or your National Insurance number (**pay slip or income tax letter**) or one of each.

## Completing the form

The IRFU (Ulster Branch) will complete sections **A, C, H, I & J**

### Part B

Complete all relevant personal details on page 2

**If you have changed your forename or surname in the past you need to complete part F on page 4**

For questions B17 & B19 place an **X** in the **No box**

### Part D

This section asks for your current address. If at the time of applying for clearance you have lived at this address **for more than 5 years**, fill out your address then go onto section **G**.

If you have not been at your current address for at least 5 years then complete section **E**, making sure you provide addresses to cover the 5 year address history.

### Part F

Complete this section if you have changed your name in the past. This usually means ladies when they get married, but can apply to someone who changes their name by deed poll for some reason.

### Part G

Please complete this section including G1, sign, print name and date.

**The application form is now returned to the Child Welfare Officer**



### **Access NI – Identity Check**

Notes on the application for vetting through AccessNI details the forms of identity which can be used.

Only the **Child Welfare Officer (Mervyn Gill)** can authorise your forms of identity. **Three** documents must be produced; **one must be photographic, the other two should show your address or National Insurance number (or one of each).**

Name of person producing ID \_\_\_\_\_

Please detail below valid documents which you are producing to identify yourself.

- PHOTO I.D. 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

### **Child Welfare Officer Declaration**

I have checked the identity of the individual in the attached application form against the documents listed above and confirm this is the person applying for the disclosure certificate.

Name \_\_\_\_\_ Mervyn Gill \_\_\_\_\_

Title \_\_\_\_\_ Child Welfare Officer \_\_\_\_\_ of Portadown RFC

Signed \_\_\_\_\_

Date \_\_\_\_\_

### **WARNING**

It is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain a Disclosure

### **PAYMENT**

Disclosures are free for all volunteers

**THIS DECLARATION WILL BE RETURNED TO ULSTER BRANCH IRFU WITH YOUR DISCLOSURE CERTIFICATE APPLICATION FORM**



## PART B Applicant's details

B1 Title Mr  Mrs  Miss  Ms  Other   
*If 'Other' please give details*

B2 Surname

B3 Forename(s)

B4 Name usually known by

B5 Surname at birth (if different)   
 used until

B6 Any other surname(s) used? No  Yes  *If 'Yes', please complete F1, if 'No' go to B7*

B7 Any other forename(s) used? No  Yes  *If 'Yes', please complete F5, if 'No' go to B8*

B8 Gender Male  Female

B9 Date of birth

B10 Place of birth - Town   
 Country

B11 National insurance number

B12 Driving licence number

B13 Do you hold a valid passport? No  *If No, go to B17.* Yes  *If Yes, complete B14, B15 and B16.*

B14 Passport number

B15 Nationality

B16 Country of issue

B17 Do you have an ISA registration number? No  *If No, go to B19.* Yes  *If Yes, complete B18.*

B18 ISA registration number

B19 Do you have a Scottish Vetting & Barring number? No  *If No, go to B21.* Yes  *If Yes, complete B20.*

B20 Scottish Vetting & Barring number

B21 Preferred contact number

## PART C Application for Registration with ISA

C1 Are you applying for registration with ISA? No  *If No, go to Part D.* Yes  *If Yes, complete C2 - C5.*

C2 Do you intend to work, paid or unpaid, with *(Cross all that apply)* Children  Vulnerable Adults

C3 Do you intend to work, paid or unpaid, in controlled activity with *(Cross all that apply)* Children  Vulnerable Adults

C4 Are you applying as a free of charge volunteer? No  Yes   
***By placing X in the Yes box at C4 I understand that I may be liable for payment at a later date should my employment status change.***

C5 Security information - name of first school

*For security reasons you may be asked to provide this, together with other personal information, when contacting AccessNI or ISA.*

## PART D Applicant's current and delivery address

Please give details of your current address. This is the address to which all correspondence will normally be sent.

D1 Current address

D2 Town / City

D3 County

D4 Country

D5 Postcode

D6 Lived at this address since /

Please give details of a preferred Delivery Address (if different from above).

D7 Delivery address

D8 Town / City

D9 County

D10 Country

D11 Postcode

## PART E Address history

If you have lived at the address at D1-D4 for less than 5 years please provide details of all your previous address(es) and dates of residence for the last 5 years. There must be no gaps in the dates; overlapping dates are acceptable. Please start with the most recent address and work backwards.

If necessary, please use the approved Address Continuation Sheet – this is downloadable at [www.accessni.gov.uk](http://www.accessni.gov.uk).

E1 Address

E2 Town / City

E3 County

E4 Country

E5 Postcode

E6 Lived at this address from / to /

E7 Address

E8 Town / City

E9 County

E10 Country

E11 Postcode

E12 Lived at this address from / to /

## PART F Names history

*This Section should only be completed if you have answered Yes to questions B6 or B7. You must provide details of your previous name(s), along with dates these names were used. There must be no gaps in the dates; overlapping dates are acceptable. Please use an additional page if necessary, clearly writing your current name at the top of the page.*

F1	Previous surname	<input type="text"/>						
F2	date used from	<input type="text"/> /	<input type="text"/> /	<input type="text"/>	to	<input type="text"/> /	<input type="text"/> /	<input type="text"/>
F3	Previous surname	<input type="text"/>						
F4	date used from	<input type="text"/> /	<input type="text"/> /	<input type="text"/>	to	<input type="text"/> /	<input type="text"/> /	<input type="text"/>
F5	Previous forename	<input type="text"/>						
F6	date used from	<input type="text"/> /	<input type="text"/> /	<input type="text"/>	to	<input type="text"/> /	<input type="text"/> /	<input type="text"/>
F7	Previous forename	<input type="text"/>						
F8	date used from	<input type="text"/> /	<input type="text"/> /	<input type="text"/>	to	<input type="text"/> /	<input type="text"/> /	<input type="text"/>

**Once you have completed Part F, please return to B8 to continue with this Form.**

## PART G Declaration by Applicant

By signing the applicant declaration box I confirm that the information that I have provided in support of this application is complete and true and I understand that knowingly to make a false statement for this purpose may be a criminal offence.

G1 Do you have any convictions? No  Yes

G2 Signature of applicant (*please sign in box*)

G3 Date of signature

/

G4 Name (in CAPITALS)

**Information you have supplied on this form, and any other additional information you have supplied in support of this application, may be passed to other Government organisations and law enforcement agencies.**




**You must now return this form to the person who asked you to complete it**

For AccessNI use only

## PART H Registered Body information

- H1 Is the applicant applying for an AccessNI disclosure? No  *If No, go to H7.* Yes  *If Yes, continue from H2.*
- H2 Position applied for
- H3 Organisation Name
- H4 Will the work be carried out at the home of the applicant? No  Yes
- H5 Is the disclosure required for the purposes of asking an exempted question? No  Yes
- H6 Is the disclosure required for a prescribed purpose? No  Yes
- H7 Are you entitled to know if the applicant is registered to work with children? No  Yes
- H8 Are you entitled to know whether the applicant is registered to work with vulnerable adults? No  Yes
- H9 Have you established the true identity of the applicant by examining a range of documents as set out in AccessNI Guidance, and verified the information provided in Parts B, C, D, E & F? No  Yes
- H10 Application type: New post holder  Existing post holder  Re-check of existing post holder
- H11 Your reference Number

## PART I Payment

- I1 Method of Payment Account  Card  Cheque  Postal Order  No Payment (Volunteer)
- I2 If paying by cheque, please complete the cheque number.
- If paying by card, complete the card details below:   
- I3 Card number
- I4 Start date /  End date /
- I5 Issue number  (Maestro only)
- I6 Card security code
- I7 Name on card
- I8 Signature on card
- I9 Date of signature

## PART J Declaration

**I confirm that the requisite documentation and information has been supplied and checked in accordance with AccessNI Guidance. I declare that the information I have provided in support of the application is complete and true and understand that knowingly to make false statement for this purpose may be a criminal offence.**

- J1 Signature of registered person *(please sign in box)*
- J2 Date of signature
- J3 Name in CAPITALS