

## ANI Application ID Form (November 2019)

### Section 1: Applicant instructions – to be completed by the applicant

1. Go to <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body> and select the **green** button for an **enhanced check** through a registered body.  
See Access NI Code of Practice – copy is available on request and available [here](#).
2. Register for an NIDirect account by creating a user ID and password; this will be your account with NI Direct - keep these details safe as you will need them to track the progress of your application.
3. Once successfully logged into your account you will be taken to the online application form.
4. Enter the organisation PIN: **509255**
5. Complete the remainder of the online form; include your Swim Ireland membership number where asked for an organisational reference and click **confirm and proceed** to finish the on-line process.
6. Fill in the 10-digit case reference number you receive when you have completed your online application:

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7. You must complete the following information (applications cannot proceed without this information):  
SI membership number: \_\_\_\_\_ Club: \_\_\_\_\_ Role: \_\_\_\_\_
8. **See below for Identity Validation; attach one copy of each of the ID documents, along with this form** and payment (if due) to Swim Ulster at the address below **within 21 days of your online application**. Only on receipt of this correctly completed form will your application will be submitted to Access NI for processing. If you are aged 16/17 you will require a Parent Consent Form
9. **When you receive your disclosure certificate you are required to show any information it contains to a Signatory. A copy may be made for decision-making purposes only. You are not eligible to take up any role or position until a decision regarding eligibility is made by Swim Ireland.**  
The Access NI Privacy notice can be viewed [here](#).

**NB: Swim Ireland has a policy on the recruitment of ex-offenders detailed in the Swim Ireland Vetting Policy – [here](#). A criminal record will not automatically bar applicants obtaining a position - all decisions are based on the Swim Ireland Vetting Policy.**

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### Section 2: Identity validation – to be completed by either: SU staff, Club Officer, solicitor, doctor or PSNI Officer

The documents must be produced in the name of the applicant and a copy of each document used for validation must be attached to this form.

**Either: One document from Group 1 AND two further documents from Group 1 or 2a or 2b;** At least one document must show the applicant’s current address.

**Or 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 documents provided:**

First name: \_\_\_\_\_ Middle name(s): \_\_\_\_\_

Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(If applicant is 16/17 years old a Parent Consent form must be completed)

Current postcode: \_\_\_\_\_ Diving Licence No.: \_\_\_\_\_

Passport No.: \_\_\_\_\_ National Insurance No.: \_\_\_\_\_

**I confirm I have seen the original ID documentation of the attached copies and entered the details above.**

Signed: \_\_\_\_\_ Position: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Name Club/Organisation: \_\_\_\_\_

Send fully completed form to:  
Swim Ulster ANI Application, Bangor Aurora, 3 Valentine Road, Bangor, BT20 4TH  
**Do not send this form to Access NI**

### Section 3: Identity Documents Required – please tick those provided

#### GROUP 1

- |   |  |
|---|--|
| <input type="checkbox"/> Current and valid 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

**The following documents must be issued within the last 12 months:**

- |  |   |
|--|---|
| <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)                      |   |

**The following documents must be issued within the last 3 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) |  |

**The following documents must valid at the time of application:**

- |   |  |
|---|--|
| <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)                              |

**Applicants aged 16/17 years old**

A Parent Consent Form must be completed and attached to the ANI Application ID Form.

**ID Documents**

Please note: you are required to provide three or four copies of your ID documents as stipulated in the Identity Validation section. Your identity must be verified by either a member of the Swim Ulster staff, Club Officer, solicitor, doctor or PSNI Officer.

Failure to provide copies will delay your application. If there is any doubt regarding your identification you may be asked for your birth certificate.

**Retention of form**

Details regarding the retention of this form and accompanying documents can be found in the Swim Ireland Vetting Policy and in accordance with Swim Ireland's Data Protection Policy.

## Access NI (ANI) Procedure for Swim Ireland November 2019

### Application process

The Access NI application for an enhanced check is a two part process for an applicant. You are required to complete:

- (i) The on-line vetting application – this is done through your nidirect account
- (ii) The ANI Application ID Form – contains instructions for completion and verifies your identity

#### Part one: Completing the online application form:

- You must create an nidirect account if you do not already have one. You will receive a confirmation email to activate your account. Follow the instructions in Section 1 on the ANI Application ID Form for an **enhanced check** – this is the check required for regulated positions in Swim Ireland (see Swim Ireland Vetting Policy [here](#)).
- Once logged in you must enter the organisational PIN to ensure the application is registered with Swim Ulster as the registered body. The PIN is provided on the ANI Application ID Form.
- You will need to provide your home addresses for the last five years, your NI number, passport/driving licence numbers (if you have these) and you must enter your Swim Ireland membership number, so we can identify you on the Swim Ireland database.
- You can opt to receive a digital certificate. This allows you to view and share the certificate from your nidirect account and is the most efficient method of obtaining your certificate. If the ANI check discloses a criminal history, you will receive a paper certificate in the post.
- You will be given a 10-digit case reference number when the on-line application is completed (this is also emailed to you).

#### Part two: Completing the ANI Application ID Form:

- In Section 1 you must enter the 10-digit case reference number, your Swim Ireland membership number, club and your role on the ANI Application ID Form.
- You must take the form together with the required identification documents to either a member of SU staff, a Club Officer, solicitor, doctor or PSNI Officer. This person must see your original identification documents and you must provide copies of these. The accepted documents are detailed in Section 2 and Section 3.
- The person signing Section 2 fills in your details on the ANI Application ID Form as they are shown on your identification documents and checks the boxes in Section 3 to indicate which documents have been seen.
- A Parent Consent Form must be completed and attached if you are aged 16 or 17 years old.
- You must send the form together with copies of the identification documents to Swim Ulster within 21 days of completing the online form. Your online application will be rejected if not received within this time.
- If your application is not completed correctly or the wrong online form is completed, your application will also be rejected.

### Processing procedure by signatory

When the ANI Application ID Form is received within 21 days the signatory will check the information on the ANI Application ID Form with the information given in your online application form.

If the information is correct the signatory will submit the application to ANI for processing.

If the information does not match your application will be rejected.

### Process for disclosures from ANI

The signatory will see when an ANI Certificate has been issued to you. If there is no disclosure on the certificate you are not usually required to submit a copy of your certificate. If your certificate contains disclosed information you are responsible for issuing the signatory with your certificate in order that a determination can be made. A copy may be made for decision making purposes only and then destroyed. Any decision about an applicant's suitability is determined according to the current Swim Ireland Vetting Policy. No position may be taken up prior to this decision.

### Retention of documents

Your ANI Application ID Form and copy documents will be securely retained for 90 days following the issue of your ANI certificate and then destroyed.

You can view the Swim Ireland Privacy notice [here](#) and the Access NI Privacy notice [here](#)

END November 2019