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| **Your club is committed to providing a safe and secure environment for children and young people to participate in football. As part of your club’s safe recruitment process all people who are engaged in a regulated activity i.e. unsupervised coaching of children and young people on a regular basis should complete an Enhanced Disclosure Check through Access NI. Please complete the application in full and submit it to the Irish FA via your club welfare officer.** |

**Notes for the Welfare Officer:** Under safeguarding vulnerable groups legislation;

Any person who is barred from working with children or vulnerable adults will be committing an offence if they work or volunteer, or try to work or volunteer with these vulnerable groups.

Any organisation who knowingly employs a person who is barred from working with children and vulnerable adults will also be breaking the law.

An organisation who works with vulnerable groups, is legally required to inform the Disclosure and Barring Service if they have dismissed an employee or volunteer because they have harmed a child or vulnerable adult, or you would have done so if they had not left.

To view the Irish FA Policy on the Recruitment of Ex-Offenders, Data Handling Policy and the Access NI Code of Practice follow this link: [www.irishfa.com/taking-part/youth-football/safeguarding](http://www.irishfa.com/taking-part/youth-football/safeguarding).

**Notes for the applicant:**

By signing this form, you give permission for us to progress with an application that involves a check against the Barred List. It is a criminal offence to apply for an Enhanced Disclosure check if you are on one of the Barred Lists.

A criminal record will not necessarily prevent an applicant from gaining a position. Where information has been disclosed, applicants are required to disclose, in confidence, the Access NI Disclosure Certificate that they receive to the club welfare officer as part of the selection process.

The Club will (1) consider the information contained in the Access NI Disclosure Certificate (2) assess whether any convictions are relevant to the role (3) inform you of our decision and (4) return the disclosure certificate to you.

The Club will record their decision, inform the Irish FA and retain this record confidentially. You may wish to discuss any concerns with the club welfare officer before proceeding with this application.

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| **Data Protection**(a) All information provided in this form will be transferred to the Irish FA Access NI database for the purposes of recording the decision-making process.(b) The Irish FA may retain a record of any information disclosed in any Access NI Disclosure Certificate which is relevant to a Conviction Assessment decision.(c) When the Irish FA confirms that an Access NI Disclosure Check has returned no information, the Irish FA will record this and destroy the related application forms in accordance with the Data Protection Act, 1998.(d) The Irish FA will retain a record of any communication – telephone, email and face-to-face – which evidences the provision of advice to applicant for the role or the person who is responsible for making the decision to employ an applicant, to engage them as a volunteer, or engage the applicant as a service provider.(e) The Irish FA will retain all record of any request to an Association, League or Club for information on an appointment decision, including any response or no response from the Association, League or Club. |

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| **Section 1** |  **Applicant details**  |
| **Applicants name** |  |
| **D.O.B** |  |
| **Address** |  |
| **Contact number** |  |
| **E-mail** |  |
| **Section 2** | **Role information** |
| **Name of Club/Affiliated Body/League** |  |
| **Welfare Officer** |  |
| **Position to be filled** |  |
| **Type of position** | **Employment** |  | **Volunteer** |  | **Service provider** |  |
| **Does this role require you to work, unsupervised with:** | **Children** |  | **Vulnerable Adults** |  | **Both** |  |
| **Indicate the regularity of the activity (Please tick)** | **Once a week** |  |
| **Any overnight stay** |  |
| **Four or more times in a 30-day period** |  |
| **If the position involves working with vulnerable adults, indicate the regularity of the activity** | **Providing transport** |  |
| **Providing personal care** |
| **Handling money** |
| **Other (describe activity)** |
| **Is there any reason why you cannot take up a position in a Regulated Activity? If “Yes”, please discuss this, in confidence, with the safeguarding department, who will arrange to meet you when you receive any Access NI Disclosure Certificate.** | **Yes** |  |
| **No** |  |

**To view the Irish FA Policy on the Recruitment of Ex-Offenders, Data Handling Policy and the Access NI Code of Practice follow this link:** [**www.irishfa.com/taking-part/youth-football/safeguarding**](http://www.irishfa.com/taking-part/youth-football/safeguarding)

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| **Section 3** | **Making an Access NI application** |
| **Applicant instructions**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)Select the green button to Apply for an enhanced check through a registered body.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].Once you have successfully logged in, you will be taken to the on-line application.Enter the PIN number below at Step 1 of the form completion

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| **9** | **5** | **7** | **0** | **1** | **5** |

Complete the remainder of the form and click on **confirm and proceed** to finish the on-line process.You must note below the 10-digit AccessNI reference number in the boxes below: -

|  |  |  |  |  |  |  |  |  |  |  |
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Return this form to the person who asked you to complete the AccessNI application. |

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| **Section 4: Validating the identity of the applicant for the position –** to be completed by the appropriate Irish FA manager/official/club welfare officer |
| **Identity validation**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. |

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| **Applicant details as they appear on the ID documentation provided:** |
| Surname………………...First Name………………Middle Name…………… |  |  |
| Date of Birth |  |  |  | / |  |  | / |  |  |  |  |
|  |  |
| Current postcode |  |  |  |  |  |  |  |  |

Driving licence number………………………………

Passport number……………………………………..

National Insurance Number……………………………..

***Club Chairperson or Welfare Officer - I confirm I have seen the original ID documentation as indicated on the attached sheet and include copies of the ID provided along with this application***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of ID check | : |  |  | / |  |  | / |  |  |  |  |
| Signed | : | ………………………………………………………………………. |
| Name (Capitals) | : | ………………………………………………………………………. |

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| **GROUP 1** |
| **** | Current passport (any nationality) | **** | Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth |
| **** | Biometric Residence Permit (UK) | **** | Original long form Irish birth certificate –issued at time of registration of birth (ROI) |
| **** | Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EEA country) | **** | Adoption certificate (UK, Isle of Man or Channel Islands) |
| **GROUP 2a** |
| **** | Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth | **** | Electoral ID card (NI only) |
| **** | Marriage/Civil Partnership Certificate (UK, ROI, Isle of Man or Channel Islands) | **** | Current driving licence photocard (full or provisional) All countries outside the EEA |
| **** | HM Forces ID card (UK) | **** | Current driving licence (full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA) |
| **** | Firearms licence (UK, Channel Islands and Isle of Man) | **** | 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** |
| **** | Mortgage Statement (UK, EEA) | **** | Land and Property Services rates demand (NI only) |
| **** | Financial statement, for example ISA, pension or endowment (UK) | **** | Council tax statement (Great Britain, Channel Islands) |
| **** | P45 or P60 statement (UK, Channel Islands) |  |  |
| **Above documents must be issued within the last 12 months** |
| **** | Credit card statement (UK,EEA) | **** | Bank or building society account opening confirmation letter (UK, EEA) |
| **** | Bank or Building society statement (UK, EEA) | **** | Utility bill (not mobile phone) (UK, EEA) |
| **** | Bank or Building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works) | **** | Benefit statement, for example Child Benefit, Pension etc (UK, Channel Islands) |
| **** | 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** |
| **** | EU National ID card | **** | Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands) |
| **** | 60+ or Senior (65+) SmartPass issued by Translink (NI) | **** | 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) |
| **** | yLink card issued by Translink (NI) | **** | 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. Copies of ID should be forwarded to the Irish FA along with this application.** |