



# ID VALIDATION FORM AND AccessNI INVITATION



## Identity validation

All applicants must produce **a minimum of 3 documents** - original not copies – at time of ID validation. **Copies** of these documents must be attached to this form and sent to Special Olympics Ireland.

Applicants can follow one of two routes: **Route 1:** An applicant must provide: 1 document from Group 1; and 2 further documents from Group 1 or Group 2a or Group 2b. At least one of the documents must show the applicant's current address. **Route 2:** This applies only where an applicant does not have Group1 documentation. The applicant must provide **4 documents** from Group 2a and 2b - One document must be a birth certificate issued after the time of birth. One document must show the applicant's current address

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

Full name : .....

Date of Birth : 

		/			/				
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Current postcode : 

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

National Insurance Number.....

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### To be completed by \*\*Witness, i.e, Special Olympics Staff Member OR Designated Special Olympics Volunteer:

**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) : .....

Role in Special Olympics & : .....

**Club Name:**

Witness Official Stamp

**\*\*Witness:** see <http://www.specialolympics.ie/GETINVOLVED/ULSTER.aspx> for contact details of SO Ulster office. Alternative witnesses are **DESIGNATED** Special Olympics Club Volunteers. Contact your nearest club to arrange an ID Check – see <http://www.specialolympics.ie/GETINVOLVED/ULSTER/FINDACLUB.aspx> for contact details. All requests to validate ID must be made by prior appointment.

**To be completed by Applicant:**

**Applicant Declaration**

To volunteer with Special Olympics Ireland, you are required to apply for an Enhanced Application with Barred list check through AccessNI.

**Is there any reason why you cannot work in Regulated Activity with children/adults?**

Please tick relevant box    Yes     No

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Applicant Name:** \_\_\_\_\_

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**AccessNI INVITATION and Applicant instructions**

1. 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)
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 this PIN number at **Step 1** of the online form  
(This PIN identifies you as an SO Ireland applicant)

7	8	9	3	6	9
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6. Complete the remainder of the form and click on **confirm and proceed** to finish the on-line process.

7. You must note the 10 digit AccessNI reference number\* in the boxes below:-

Application Reference\*

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**8. Return form to “Volunteer Services, Special Olympics Ireland, National Sports Campus, Snugborough Road, Blanchardstown, Dublin 15”**

\* This is the 10 digit case reference number provided on the confirmation page (Step 12) when you complete your details on the AccessNI on-line system, it will also be quoted in the confirmation email you will receive from AccessNI.

## 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**

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

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