

TABLE TENNIS ULSTER

Guidance for completing an AccessNI Enhanced Disclosure Check.

Before you start you will need your own nidirect account to complete the online enhanced disclosure application. If you already have an indirect account, you should use it to log in and complete your application. NB. Most people created an indirect account during covid.

To set up a new nidirect account you will need to follow the [guidance for creating an nidirect account](#) . Select “Create Account” button and follow the instructions.

Instructions for completing Enhanced Disclosure Vetting Check through TTU.

1. To make an enhanced Disclosure application you are required to go through the nidirect website, [AccessNI: criminal records check](#)
2. Select the option – ‘Apply for an AccessNI check’ then select the option to ‘Apply online for an enhanced check through a registered body’.
3. Select the green button ‘Create or log in to an AccessNI nidirect account or apply for an enhanced check’ and log in or create a new nidirect account (NIDA). If you don’t already have a NIDA you will need to create one. **Applications must be completed using your own nidirect account.**
4. Once you have created a new account, AccessNI will forward you an email advising that a new account has been created.
5. Log onto to your account and follow the online instructions. During the process you will require a Registered Body name (**Table Tennis Ulster**) and PIN (**470445**).
6. Complete the remainder of the online form and click SUBMIT to finish the process.
7. Once the process is complete you will be given a ten-digit reference number – make a note of the reference number.
8. When the AccessNI disclosure process has been completed, applicants will receive an email to inform them that their disclosure certificate has been issued. The applicant will be advised to log into their nidirect account to view their certificate, and they will have the option to share their certificate with TTU by entering the Lead signatory’s email address. The link will only remain live for 5 calendar days.

A [guide to completing an enhanced check application online](#) is also available on the nidirect website.

Proof of Identity

You must upload proof of your identity when submitting the online application to your Registered Body (Table Tennis Ulster). Without this proof, it is not possible for AccessNI to submit your online application to the Table Tennis Ulster for verification.

You must upload **two** forms of acceptable ID to AccessNI.

Your application will move quicker if you provide your birth certificate and a second document containing your current name and a photo of yourself. AccessNI does accept other forms of Identity, but these will take longer to process.

List of Acceptable Documents for Upload with Applications

Doc Ref	
1	Original Birth certificate (issued within 12 months of birth) UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces
2	Certified copy of birth certificate (issued more than 12 months after time of birth) UK, Isle of Man, Channel Islands or Ireland
3	Long form Irish birth certificate (issued at time of registration of birth) Ireland
4	Adoption Certificate UK, Channel Islands or Ireland
5	Passport Any current and valid passport
6	Irish Passport Card Cannot be used with an Irish passport, Current and Valid
7	Current driving licence photocard Full or provision - UK, Isle of Man, Channel Islands or Ireland
8	Current driving licence photocard (full or provisional) All countries outside the UK (excluding Isle of Man and Channel Islands)
9	Current driving licence (full or provisional) - paper version (if issued before March 2000) UK, Isle of Man, Channel Islands and Ireland
10	e-Visa Upload weblink and share code.
11	Application Registration Card (ARC) Issued by the Home Office. Must be checked against the Home Office Employer Checking Service
12	Immigration document, visa or work permit Issued by a country outside the UK. Valid only for roles whereby the Applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based, Current and Valid
13	Electoral ID card Northern Ireland only
14	Marriage / Civil Partnership certificate UK, Channel Islands or Ireland
15	HM Forces ID card/HM Armed Forces Veteran card UK
16	Firearms licence UK, Channel Islands and Isle of Man, Current and Valid
17	Mortgage Statement UK or Ireland, dated within 12 months
18	Financial statement, for example ISA, pension or endowment UK or Ireland, dated within 12 months
19	P45 or P60 statement UK or Channel Islands, dated within 12 months
20	Land and Property Services rates demand Northern Ireland only, dated within 12 months
21	Council tax statement UK or Channel Islands, dated within 12 months
22	Credit card statement UK or Ireland, dated within 3 months
23	Bank or Building Society statement UK, Channel Islands or Ireland, dated within 3 months

24	Bank or Building Society statement - Countries outside the UK Issued in last 3 months - branch must be in the country where the applicant lives and works
25	Bank or Building Society account opening confirmation letter UK. Issued within the last 3 months
26	Utility bill (not mobile phone) UK or Ireland, dated within 3 months
27	Benefit statement, for example Child Benefit, Pension etc UK, dated within 3 months
28	Official Government/Council Document Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions or the Employment Service, dated within the last 3 months. HMRC self-assessment or tax demand letter, dated within 12 months. UK and Channel Islands
29	European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC) UK, must be valid
30	EEA National ID card Current and Valid
31	SmartPass issued by Translink Northern Ireland
32	yLink card issued by Translink Northern Ireland
33	Cards carrying the PASS accreditation logo UK, Isle of Man and Channel Islands, Current and Valid. Issued by an approved digital PASS provider with a QR code to confirm details.
34	Letter from head teacher or further education college principal UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided. Issued within the last month.
35	Letter of sponsorship from future employment provider or voluntary organisation Non UK only - Valid only for Applicants residing outside UK and Ireland at time of application
36	Exceptional circumstances – Document agreed with organisation Cannot be used unless advised by organisation

The provision of vetting checks and the issuing of criminal record certificates are governed by a Code of Practice as set out in Part V of the Police Act 1997. To access the Codes of Practice please use the attached link: www.nidirect.gov.uk/publications/accessni-codepractice

A criminal record will not necessarily be a bar to obtaining a position. TTU will consider the relevance of the conviction to the role/position.

Regulated activity involves working frequently (once a week or more) or unsupervised with children. For example, you work in regulated activity if you: teach, train, instruct, care for or supervise children.

TTU has a recruitment of ex-offenders' policy which is available on request.

An Enhanced Disclosure check for regulated activity will include a check with the Disclosure and Barring Service (DBS) which keeps lists of people who are unsuitable for work with children.

TTU has a written policy on the Secure Handling, Use, Storage and Retention of Disclosure information. A copy of the policy is available on request.

Applicant's confirmation: 'I agree to this information being passed to Table Tennis Ulster for the purpose of completing an AccessNI check, and I understand that this process will include a check against the barred list'. YES / NO

Can you confirm if there is any reason why you cannot work in regulated activity? Yes/No

Can you confirm that you agree to inform TTU's executive Committee within 24 hours if you are subsequently investigated by any agency or organisation in relation to concerns about your behaviour towards children or young people. Yes/No

Applicant's Signature: _____ Date: _____

Please forward the completed form to Table Tennis Ulster's Lead Signatory Adam Smith
adamsmith0706@hotmail.co.uk