

CRICKET IRELAND / ACCESS NI PIN NOTIFICATION AND ID VALIDATION FORM



Applicant instructions

1. Go to <http://www.nidirect.gov.uk/index/information-and-services/crime-justice-and-the-law/accessni-criminal-record-checks/accessni-applications/apply-for-an-enhanced-check-through-a-registered-body.htm>
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 online application.
5. Enter the PIN number below at **Step 1** of the form completion:

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

Application Reference¹

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8. Return this form to Cricket Ireland to accompany your application.

Identity Validation - * TO BE COMPLETED AND SIGNED BY THE PERSON WHO CHECKS THE APPLICANT'S IDENTIFICATION DOCUMENTS *

Three documents should be produced in the name of the applicant: **one from Group 1 and two from either Group 1 or 2a or 2b**. If this is not possible (any from Group 1), then **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 of these documents should be photographic identification and also show the applicant's current address.

Applicant details as they appear on the ID documentation provided:

Full name: _____

Date of Birth: _____

Current Address & Postcode: _____

I confirm I have seen the original ID documentation as indicated on the attached sheet.

Date of ID check: _____

Signed: _____

Name (Capitals): _____

Lead Officer for Access NI at: _____ Cricket Club

Please confirm what role in the club this person will be undertaking (please tick):

Coach	-	_____
Volunteer	-	_____
Administrator	-	_____
Umpire	-	_____
Scorer	-	_____

¹ This is the 10-digit case reference number provided on the confirmation page (Step 12) and email when the applicant completes their details on the Access NI on-line system.

GROUP 1

- 🇮🇪 Current passport (any nationality)
- 🇮🇪 Biometric Residence Permit (UK)
- 🇮🇪 Current driving license photo card (UK, ROI, Isle of Man, Channel Islands or any EEA country)
- 🇮🇪 Original birth certificate (UK, Isle of Man or Channel Islands – including those issued by UK authorities overseas) issue at time of birth
- 🇮🇪 Original long form Irish birth certificate – issued at time of registration of birth
- 🇮🇪 Adoption certificate (UK, Isle of Man or Channel Islands)

**** documentation must be issued within the last 12 months >>>**

*** documentation must be issued within the last 3 months >>>**

Must be valid (still in date) >>>

THIS FORM SHOULD BE COMPLETED AND SENT TO CRICKET IRELAND TO ACCOMPANY YOUR ON-LINE ACCESS NI APPLICATION.

GROUP 2a

- 🇮🇪 Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth
- 🇮🇪 Marriage/Civil Partnership Certificate (UK, ROI, Isle of Man or Channel Islands)
- 🇮🇪 HM Forces ID card (UK)
- 🇮🇪 Current driving license photo card (all countries outside the EEA)
- 🇮🇪 Current driving license - old paper version if issued before 1998 (UK, Isle of Man, Channel Islands or EEA)
- 🇮🇪 Firearms license (UK, Isle of Man or Channel Islands)
- 🇮🇪 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)
- 🇮🇪 Electoral ID card (NI only)

GROUP 2b

- 🇮🇪 **Mortgage statement (UK or EEA)****
- 🇮🇪 **Financial statement (UK)****
- 🇮🇪 **P45/60 statement (UK and Channel Islands)****
- 🇮🇪 **Land and Property Services Agency rates demand (NI only)****
- 🇮🇪 **Council tax statement (UK and Channel Islands)****

- 🇮🇪 **Credit card statement (UK and EEA)***
- 🇮🇪 **Bank/Building Society Statement (UK or EEA)***
- 🇮🇪 **Bank/Building Society Statement – branch must be in the country where the applicant lives and works (countries outside the EEA)***
- 🇮🇪 **Bank/Building Society account opening confirmation letter (UK or EEA)***
- 🇮🇪 **Utility Bill (UK or EEA)* – not mobile phone***
- 🇮🇪 **Benefit statement (UK and Channel Islands)***
- 🇮🇪 **Government Agency or local council entitlement documentation i.e. dept. for work, pensions, employment service or HMRC (UK or Channel Islands)***

- 🇮🇪 EU National ID card
- 🇮🇪 Senior SmartPass – Translink (NI only)
- 🇮🇪 yLink card – Translink (NI only)
- 🇮🇪 Cards carrying the Pass Accreditation logo (UK, Isle of Man and Channel Islands)
- 🇮🇪 Letter from a Head Teacher or Further Education College Principal (UK - 16-19 year olds in full time education – only to be used when other documentation routes are exhausted)**
- 🇮🇪 Letter of sponsorship from future employment provider or voluntary organization (non-UK or non-EEA applicants outside of the UK)

DO NOT SEND IT TO ACCESS NI