



## IRFU – Access NI E-Vetting Application & ID Check Season 19/20

Thank you for agreeing to complete the IRFU / Access NI (ANI) vetting process. The vetting process requires an **ENHANCED CHECK** with a check of the Barred Lists as you will be involved with 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups (NI) Order.

It is an offence to work with children and/or vulnerable adults without first successfully completing the vetting process.

To complete the ANI application form you will need to carry out the following steps:

- If you have a valid National Insurance number, Passport Number and Driving Licence number please ensure you have these to hand before starting. To find out how personal information you send to AccessNI will be handled when using this service, go to: <https://www.justice-ni.gov.uk/publications/ani-privacy>
- Go to <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>
- Select GREEN button to apply for '**ENHANCED CHECK**' through registered body.
- Register your account by creating your user ID and password (keep this to track your application). If you have completed an ANI application before, you will need your log in details.
- Enter PIN **899978** in Step 1 of the form. This is the IRFU pin number for Nancy Boylan, the vetting administrator and will ensure the form comes to the IRFU.
- Complete the remainder of the form and click on '**Confirm and Proceed**' to finish the online process.
- Take note of your Online **ANI Application Reference** and insert below.
- You will need to get your **Club Welfare Officer, Youth Convenor or Mini Convenor** to verify your identity, (see overleaf). If you are a school volunteer attending a coaching course, the **Principal** should verify your identity.

<b>Full Name</b> (include all middle names)	
<b>DOB</b>	
<b>Club/School/Organisation</b>	
<b>Email Address</b> (this must match the one on the ANI application form)	
<b>Online ANI Reference Number</b> This is the 10 digit case reference number provided on the confirmation page (Step 12)	

Agreement: I agree for this information to be passed to the IRFU for the purpose of completing an Access NI check. I understand that this process will include a check against the barred list and it is an offence for a barred person to apply for a regulated activity post.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*A full copy of the IRFU vetting policy is available on line. When you are no longer working with young people in rugby please inform us and we will mark you as inactive on our records.*



**IDENTITY VALIDATION (To be completed by the Club/School/IRFU Authorised person)**

Three documents (originals, not copies) should be produced in the name of the applicant; **one must be from Group 1 and the other two can be from any of the other Groups (1/2a/2b)**. At least one document **must show the applicant’s current address** and at least one document must be **photographic identification**.

If the applicant does not have any Group 1 documents, then **four documents from Groups 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** and at one document must be **photographic identification**.

<b>Please ensure that these details are recorded as they appear on the ID documentation supplied by the applicant</b>	
<b>Full Name</b> (include all middle names)	
<b>DOB</b>	
<b>Current House Number</b>	
<b>Current Postcode*</b>	
<b>Driving Licence Number**</b>	
<b>Passport Number**</b>	
<b>National Insurance Number**</b>	

\*Please note, if no postcode listed, please include full address

\*\*Completion of these cells will depend on the ID shown

<b>Role applied for</b> (please tick all that apply)			
Club Welfare Officer		Assistant Club Welfare Officer	
Youth Convenor		Mini Convenor	
Age-Grade Coach (Mini/Youth)		Age-Grade Manager (Mini/Youth)	
Age-Grade Helper ( <b>Regular</b> )		Team Chaperones ( <b>Regular</b> )	
Disability Rugby Coach (Adult Players)		Disability Rugby Coach (Age-Grade Players)	
Disability Rugby Helper ( <b>Regular</b> )		Disability Rugby Team Chaperones ( <b>Regular</b> )	
CCRO		Other (give details)	

Please complete next page...

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Please note you need to see the **original ID documentation** and indicate **below** what you have seen in line with the instructions on the previous page (copies of the ID documentation must be uploaded along with this form).

<b>GROUP 1: Primary identity documents</b>			
Current, valid passport (any nationality)		Original birth certificate (UK, Isle of Man or Channel Islands) issued 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 photocard (UK, ROI, Isle of Man, Channel Islands or any EEA country)		Adoption certificate (UK, Isle of Man or Channel Islands)	

<b>GROUP 2a: Trusted government documents</b>			
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) <b>All countries outside the EEA</b>	
HM Forces ID card (UK)		Current driving licence (full or provisional <b>paper version (if issued before 1998)</b> (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)	

<b>GROUP 2b: Living and social history documents</b>			
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)			
<b><u>Above documents must be issued within the last 12 months</u></b>			

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)			
<b><u>Above documents must be issued within the last 3 months</u></b>			

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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)	
<b>Above documents must be valid at the time of checking</b>			

## DECLARATION

I have checked the identity of the individual named in this ANI Vetting Inviter Form against the original documents listed above and confirm that this is the person who is applying for a vetting check.

I have counter-signed/seen a signed copy of the applicant’s Declaration of Intent and I have advised them of the need to complete Safeguarding training as soon as possible.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Print Name</b>	
<b>Club/School/Organisation</b>	

<b>Your role</b> (please tick)			
Club Welfare Officer	<input type="checkbox"/>	Assistant Club Welfare Officer	<input type="checkbox"/>
Youth Convenor	<input type="checkbox"/>	Mini Convenor	<input type="checkbox"/>
School Principal (only for school volunteers attending a coaching course)	<input type="checkbox"/>		

***The applicant should now return this form to the Club Welfare Officer (CWO) (or Branch Welfare Officer – school volunteers attending a coaching course only) for registration to the Clubhouse system with copies of their ID documentation and the signed Declaration of Intent.***

*The CWO will upload the safeguarding forms and ID documentation to Clubhouse. Forms will be stored securely by the IRFU within the Safeguarding Tile of Clubhouse, only the CWO and relevant personnel within the IRFU have access to this information.*

***Please note that vetting can only be processed once all documents are uploaded and this must be within 90 days of the applicant registering on the Access NI system. Do not upload until you have ALL of the required documentation.***

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