

Access NI – how to apply for an Access NI enhanced check

All committee members, coaches, poolside helpers must complete this form, or supply their current one for swimming. You must have a form for each sport so unfortunately the one for rugby/hockey/GAA/school etc is not valid for swimming.

You will need to have your National Insurance number, Passport number and Driver License number when completing the on-line form. There is no payment required.

Step 1 - Go to www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body and select the **green** button for an enhanced check through a registered body.

Step 2 - Register an account by creating a user ID and password; this will be your account with NI Direct - keep these details safe as you will need them to track the progress of your application.

Step 3 - Once successfully logged into your account you will be taken to the online application form.

Step 4 - Enter the organisation PIN: **509255**

Step 5 - Complete the remainder of the form, including your Swim Ireland membership number (if available) and click **confirm and proceed** to finish the on-line process.

Step 6 - You will get a 10 digit case reference number when you complete your on line application (this will also be emailed to you)

Step 7 – Go to this site and download ID validation form

[http://www.swimulster.net/getattachment/Clubs/Club-Transfer-\(1\)/ANI-Application-ID-form-updated-April-2018.pdf.aspx](http://www.swimulster.net/getattachment/Clubs/Club-Transfer-(1)/ANI-Application-ID-form-updated-April-2018.pdf.aspx)

Step 8 - Complete this form and return to Ballymoney club secretary. The form will be signed once the 3 forms of ID have been verified. The secretary will then forward by post the completed form on to Swim Ulster for processing. (The secretary will sort a Swim Ireland membership number for you if you do not have one already).