

Two steps, 1. The Access NI bit. 2. The GAA bit

Step One.

[The Access NI bit]

**Access NI /Vetting.
checks for coaches
and volunteers
working with
children.**

The screenshot shows the nidirect website interface. At the top, there are logos for 'nidirect government services' and 'téidireach seirbhís nialais'. A search bar is located on the right. Below the logos is a navigation menu with links for Home, News, Contacts, Help, and Feedback. The main content area is titled 'Log in to an nidirect account' and includes instructions on how to use the service to apply for a criminal record check. A sidebar on the right lists 'Online services for AccessNI employers' with links to apply for a check, become a counter signatory, become a registered body, and book a place at an event. A 'Before you start' section provides information on handling personal data and links to the privacy notice.

All Coaches and volunteers. Your Access NI /Vetting has to be renewed after three years. It is vital that coaches/volunteers working with children and young people have their vetting checks updated. Please check if your three years has elapsed by logging onto your Access NI account or check dates on your current certificate. New coaches should apply as above.

Apply online for an enhanced check through a registered body

You need an nidirect account to apply online for an enhanced check. You can only apply if the organisation that asked you to get the check gave you a personal identification number (PIN). Your application must be approved by the AccessNI-registered organisation before sending to AccessNI for processing.

Before you start

When you create your nidirect account, you'll receive a confirmation email immediately. Once you activate your account you can log in and apply for an enhanced check. You'll need:

- PIN given to you by the organisation that asked you to get an enhanced check
- your home addresses for the last five years
- your National Insurance number
- your driving licence and passport numbers (if you have these documents)

Current PIN NO for GAA is 540101 for Access NI form

Further advice and guidance on website Ulster GAA Safeguarding/access NI Document September 2021.

On completion of Access NI application you will be sent an e mail with your personal Ref No. You then need to go online to Ulster GAA Safeguarding and download a hard copy of Enhanced Disclosure Certificate.

Step Two

[The GAA bit]

ACCESSNI ENHANCED DISCLOSURE CERTIFICATE	
PIN NOTIFICATION AND ID VALIDATION FORM – VOLUNTEERS	
Before completing this form if you wish to discuss any concerns you may have you can contact the Safeguarding Manager on 07920429205. Please ensure all parts of the application form is completed. Any blank or incomplete sections may lead to a delay in the application being processed.	
Applicants Name: _____	10 Digit Reference Number: _____
Contact Number / Email: _____	
Club Name: _____	Position in Club: _____
Organisation: GAA Camogie Ladies Football Rounders Handball Scór	
(Please circle all codes that apply)	
Is this a voluntary position? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the position involve working with: (please tick)	
Children <input type="checkbox"/>	Vulnerable Adults <input type="checkbox"/> Both <input type="checkbox"/>

This is what the top part your Enhanced Disclosure Certificate looks like for the second part of your application.

On completion of Access NI application you will be sent an e mail with your personal Ref No. You then need to go online to Ulster GAA Safeguarding and download a hard copy of Enhanced Disclosure Certificate. This form is signed to validate your ID and your personal Ref No goes on top right hand corner.

Complete this form by hand. Club Officers sign Cover Form. Bring along three Original ID documents and three copies. Information on these documents is found on the Ulster GAA website. Cover form and copies of three ID documents are then sent to Ulster GAA via hard copy in post or via e mail.

See steps set out below.

Further advice on website [Ulster GAA safeguarding/access NI Document September 2021.](#)

Steps outlining the second part of Application process. [The GAA bit]

1. Applicant fills out the Online Application Form
2. Club Officer verifies and signs Applicant Cover Form and ID Document Copies before forwarding same to Ulster GAA
3. Ulster GAA approve the form and the ID and send to Access NI
4. Access NI Process the form and issue the Disclosure Certificate directly to the applicant
5. Ulster GAA write to the applicant to confirm their vetting acceptance
6. If there is information on your Certificate, Ulster GAA will write out to you requesting sight of the certificate in hard copy its original form, it is vital that you send this on as soon as possible.
7. Ulster GAA risk assess all Enhanced Disclosure Certificates that contain information, where there are areas of concern, we will contact the applicant directly and meet with them to discuss before any decision with regard to their suitability for the position applied is made.
8. Where required, Ulster GAA will meet with club officers to discuss any areas of concern.
Applicants have the right to appeal any decision made by Ulster GAA in relation to their suitability for the position applied.
9. Acceptance letters are valid for **three years** from the date of completion at which stage they must then be renewed by submitting a new application.