



Applicant instructions

1. Go to <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>
2. Select the green button to create a nidirect account and apply for an enhanced check. If you already have a nidirect account you should use this. You may be prompted to uplift this account to a higher level – instructions will appear on screen. [Guidance document to create a nidirect account](#)
3. You will need to retain your login credentials for future use.
4. A digital identity validation will be conducted when you create or uplift the nidirect account. Your current name, DoB and current address will be verified by nidirect. You will be asked to upload the required identity documentation and provide a selfie. Instructions will appear on screen. If there are problems creating this account contact nidirect **on 0300 200 7868** or email nida@nidirect.gov.uk.
5. Once you have successfully created/logged in, you will be taken to the on-line AccessNI application.
6. Enter the PIN number below at **Step 1** of the form completion.

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7. Complete the remainder of the application.
8. You are required to upload identity documents to the AccessNI application form to allow the Signatory to verify that middle names and previous surnames have been provided. To help avoid delays, the following documents should be uploaded with the application form:-
 1. Applicant's birth certificate issued at time of birth or another suitable document that confirms the name(s) at birth and date of birth;
 2. A document that contains both the applicant's current name and photograph.
9. Continue to complete the remaining fields on the application.
10. At STEP 12 you must confirm and date the declaration.
11. When you click on **confirm and proceed** the application will be automatically forwarded to the Signatory for approval. *Please note: The signatory can only approve when a signed and dated copy of page 2 of your 'PIN Notification and ID Documentation' form has been uploaded to the Special Olympics Membership system.*

Acceptable forms of identification

You must upload two forms of acceptable ID to AccessNI.

The following documents should be uploaded with the application form:-

- Applicant's birth certificate issued at time of birth or another suitable document that confirms the name(s) at birth and date of birth;
- A document that contains both the applicant's current name and photograph.

Applicant Declaration

To volunteer with Special Olympics Ireland, you are required to apply for an Enhanced Application with Barred list check through AccessNI.

Is there any reason why you cannot work in Regulated Activity with children/adults?

Please tick relevant box Yes No

Applicant Signature: _____

Date: _____

Print Applicant Name: _____

Having a criminal record will not necessarily debar you from volunteering with Special Olympics Ireland.

Special Olympics Ireland adheres to the AccessNI Code of Practice which can be accessed here
<https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf>

Special Olympics Ireland Membership System

Please upload a signed and dated copy of page 2 of this form to the Special Olympics Ireland Membership system. You can find the instructions in the email you received.

The Special Olympics Membership system can be accessed on our website via the **Membership** section or using the link in the emails you have received.