

Access NI Process

Applicant completes online application 'Apply for enhanced disclosure check' – using the PIN number applicable to their PU. Where applicable on form use all forenames

Enters the ten-digit code (from online application) onto Access NI pin notification and ID Validation form

Applicant takes form and relevant ID documentation to the club authorised person (or PU signatory). Authorised person validates ID

Club authorised person posts/emails completed form to Authorised Signatory in PU where it is inputted into the system

Applicant receives their certification via post or email (tick box section during online application). PU signatory contact the club to inform them when the process is satisfactorily completed

Applicant must email a copy of their Access NI Certificate to the CI National Safeguarding Officer. Access NI certificate should be emailed to safeguarding@cricketireland.ie

The applicant will receive a letter (via email) from CI stating they have been satisfactorily vetted.

Club must be presented with a copy of letter by the applicant before they can commence the role.

Club to store a copy of the letter on the applicants file, for the duration of the vetting