

ANI Declaration and Application Form (April 2025)

Section 1: Applicant Declaration

Please note this Section does not need to be shown to the person validating your identification documents but must be included with your application

You are applying for an ANI Enhanced Disclosure check. This will tell us whether you have a criminal record, caution, or whether any other information about you held on barred lists may have a bearing on your suitability.

Any information which we receive will be treated confidentially and will be discussed with you before we make a final decision. After that decision is made the information returned from ANI will be destroyed.

You must read the following information and make the declarations where required.

You have applied for a role which falls within the definition of an "excepted" position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979: therefore ALL convictions including SPENT convictions that are not protected by the 2014 amendments MUST be disclosed. The disclosure of a criminal history information will not debar you from participating unless Swim Ireland considers that the information renders you unsuitable for the role applied for; the information you provide will be considered in line with the process in the Swim Ireland Vetting Policy. If you are currently facing prosecution for a criminal offence you should also bring this to our attention given the "excepted" nature of the role.

You must answer the following questions (circle your answer):

1. Do you have any convictions/cautions that are not "protected" as defined by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (Northern Ireland) Order 2014? YES / NO
2. Have you been barred by the Disclosure and Barring Service which would prevent you from working with children and/or vulnerable adults or the subject of an investigation alleging that you were the perpetrator of adult or child abuse? YES / NO

If you have answered yes to either 1 or 2, please state below the nature, date(s) and sentence of the offence(s), date prevented from working in this area or allegations

You may provide any other information you feel may be of relevance such as:

- the circumstances of the offence/caution/incident
 - a comment on the sentence received
 - any relevant developments in your situation since then
 - whether or not you feel the conviction has relevance to this post.
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The Swim Ireland Case Management panel will use any information you provide when considering your case.

If you require further information on what information to disclose please contact NIACRO for further advice Tel: 028 90 320157)

I understand that I must also complete an application for an ANI Disclosure Certificate (Section 2 & 3 below) and that this check must be carried out before my role or application can be confirmed. This has been explained to me and I am aware that spent convictions/cautions may be disclosed. I declare that the information I have given is accurate.

Signed: _____
Must be signed by the Applicant

Date: _____
Dated by the applicant

Print name: _____

Please note: this form does not need to be shown to anyone else other than the Signatory in Swim Ireland/Swim Ulster

Section 2: Application for ANI Disclosure Certificate instructions

1. This application is for (these details MUST be completed):

Name: _____ Club: _____

SI Membership number: _____ Role: _____

2. Go to <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body> and select the **green** button for an enhanced check through a registered body.
See Access NI Code of Practice – copy is available on request and available [here](#).

3. If you do not already have an NI Direct account, you need to create one with a user ID and password. As part of your NI Direct account, you will be required to prove your identity. You must follow their guidance and provide the necessary identity documentation, ensuring your name and address is correct. This will be your account with NI Direct - keep your log in details safe as you will need them to track the progress of your Access NI application.

4. Once successfully logged into your NI Direct account you will be taken to the online Access NI application form; make sure this is an enhanced check you are applying for.

5. Enter the organisation PIN: **509255**

6. Complete the online form; include your Swim Ireland membership number where you are asked for an organisational reference

7. You will be required by the online process to upload further proof of identity as part of your Access NI application (this is required by law separately to your NI Direct identity check).

8. If you have not uploaded proof of your name at birth (i.e. a birth certificate or similar evidence) and a current photographic identity your application will be returned. Part of the ID checks we are now required to carry out is to ensure the Signatory can verify your name at birth.

9. Please also remember to include all your first names, surnames (e.g. any change by marriage, deed poll or additions such as Ryan changed to O’Ryan or O Riain) and include the names that you are known by (e.g. James may be known as Jim; Elizabeth may be known as Liz)

10. Click **confirm and proceed** to finish the on-line process.

11. Fill in the 10-digit case reference number you receive when you have completed your online application:

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12. If you are aged 16/17 you will require a Parent Consent Form, and this MUST be attached to this form.

13. When you receive your disclosure certificate you are required to show any information it contains to a Signatory. A copy may be made for decision-making purposes only. You are not eligible to take up any role or position until a decision regarding eligibility is made by Swim Ireland.

Please see [Access NI Privacy notice](#) and the [Swim Ireland Privacy notice](#)

NB: Swim Ireland has a policy on the recruitment of ex-offenders detailed in the [Swim Ireland Vetting Policy](#). A criminal record will not automatically bar applicants obtaining a position - all decisions are based on the [Swim Ireland Vetting Policy](#).

Retention of this form

Details regarding the retention of this form and any accompanying documents can be found in the Swim Ireland Vetting Policy and in accordance with Swim Ireland’s Data Protection Policy.

Send fully completed form (Sections 1 and 2) to:

By Post: Swim Ulster Vetting, Bangor Aurora, 3 Valentine Road, Bangor, BT20 4TH

or

By email: ruth@swimulster.com

Do not send this form to Access NI

Access NI (ANI) Procedure for Swim Ireland April 2025

Application process

The Access NI application for an enhanced check is a two-step process for an applicant. You are required to complete:

Step 1: The on-line vetting application – this is done through your [NI Direct account](#) and then following the instruction in Section 2 of the ANI Applicant Declaration and Application Form

Step 2: The Applicant Declaration – Section 1 of the ANI Applicant Declaration and Application Form has a declaration which you MUST complete and sign.

Step 1: Completing the online vetting application form:

- You must create a NI Direct account if you do not already have one. Your NI Direct account will require you to verify your identity – you must follow their guidance for this. You will receive a confirmation email to activate your NI Direct account.
- Follow the instructions in **Section 2** on this ANI Declaration and Application Form for an **enhanced check** – this is the check required for regulated positions in Swim Ireland (see [Swim Ireland Vetting Policy](#)).
- Once logged in you must enter the organisational PIN to ensure your Access NI application is registered with Swim Ulster as the registered body. The PIN is provided on the ANI Declaration and Application Form in Section 2.
- You will need to provide your home addresses for the last five years, your NI number, passport/driving licence numbers (if you have these) and you must enter your Swim Ireland membership number, so we can identify you on the Swim Ireland database.
- You are required to upload identity documents for your Access NI application, and you will get a choice. **Please choose your birth certificate and a photographic ID document. We are required to verify your name at birth – if we cannot do this, we will need to return the form for you as we need proof. This is a requirement for Signatories.**
- **You no longer need to get your ANI Declaration and Application Form signed by a witness to your ID documents.**
- **You no longer need to send in copies of your ID documents with your ANI Declaration and Application Form.**
- You can opt to receive a digital certificate. This allows you to view and share the certificate from your NI Direct account and is the most efficient method of obtaining your certificate. If the ANI check discloses a criminal history, you will receive a paper certificate in the post.
- You will be given a 10-digit case reference number when the on-line application is completed (this is also emailed to you).

Step 2: Completing the ANI Application ID Form:

- In Section 1 you must read, answer the questions and sign the declaration; you do not need to show this to anyone else, but it must accompany your ANI Declaration and Application Form when sent to Swim Ulster.
- In Section 2 you must enter the 10-digit case reference number, your Swim Ireland membership number, club and your role on the ANI Declaration and Application Form.
- A Parent Consent Form must be completed and attached if you are aged 16 or 17 years old.
- You must send the form together with copies of the identification documents to Swim Ulster within 21 days of completing the online form. Your online application will be rejected if not received within this time.
- If your application is not completed correctly or the wrong online form is completed, your application will also be rejected.

Processing procedure by signatory

When the ANI Declaration and Application Form is received within 21 days the signatory will check the information on the ANI Declaration and Application Form with the information given in your online application form.

If the information is correct the signatory will submit the application to ANI for processing.

If the information does not match your application will be rejected.

Process for disclosures from ANI

The signatory will see when an ANI Certificate has been issued to you. If there is no disclosure on the certificate you are not usually required to submit a copy of your certificate. If your certificate contains disclosed information you are responsible for issuing the signatory with your certificate in order that a determination can be made. A copy may be made for decision making purposes only and then destroyed. Any decision about an applicant's suitability is determined according to the current Swim Ireland Vetting Policy. No position may be taken up prior to this decision.

Retention of documents

Your ANI Application ID Form and copy documents will be securely retained for 90 days following the issue of your ANI certificate and then destroyed.

You can view [Access NI Privacy notice](#) and the [Swim Ireland Privacy notice](#)

END April 2025