



## Vetting Procedure

In order to comply with GAA Policy and current legislation - all personnel working with children i.e. under 18 within our club must be vetted.

Please follow following steps:

1. Log on to [www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body](http://www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body)
2. Select the green button – Apply for an enhanced check through a registered body
3. Option A – If you have used AccessNI before log in with your email and password  
Option B – If this is your first time to use AccessNI then press the green Create an Account button and follow the steps to create an account
4. Once you have successfully logged in then you will be taken to the on line application

Step 1: Enter the following pin code, 833021 – press NEXT

Step 2: Screen should read, selected body as Ulster Council GAA and Signatory as Kathy Mary Elizabeth Kelly – press NEXT

Step 3: Fill in your personal details – press NEXT.

Step 4: Fill in previous surnames/forenames if applicable, gender and place of birth - press NEXT.

Step 5: Fill in National Insurance, Passport, Driving licence, contact tel and email address – leaving organisation reference blank – press NEXT

Step 6: Fill in your address and date you have lived there from – press NEXT

Step 7: Fill in any previous addresses if you have lived for less than five year in current address – press NEXT

Step 8: Select Yes for certificate to be delivered to your current address – press NEXT

Step 9: Read summary of details and confirm details are correct - press NEXT

Step 10: Review Applicant declaration, tick confirm and add date – press CONFIRM AND PROCEED

5. Fill in your 10 digit case reference number here \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

6. Fill in your name here: \_\_\_\_\_

**7. Clear photocopies of appropriate Identity documents (One document from group 1 and two documents from group 2 - see list over) must be submitted with this form.**

8. Return this form and the copies of your ID documents to Kevin McVeigh, Childrens' Officer, asap.

9. Any problems please contact Kevin McVeigh on 07762327275.