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To:

Reference number: ACV

This letter is sent as a form of procedural guidance, and must be read in conjunction with the Access NI Applications page on their website, [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni) which will advise you as to the process, and key documents you must have, and also direct you to the link >

***Apply for an enhanced check through a registered body [CLRG]***

## **1. PIN NOTIFICATION AND ID VALIDATION FORM**

This document provides a means by which your identity is validated and confirmed. It must be printed and read carefully to enable you to choose the documents from the groups and lists it consists of, which you will use to do so. Photocopies of your chosen documents must also be taken.

To start the process, this Form, along with your chosen ID documents, must be presented to the CLRG Identity Verifier; as chosen from the list sent to you.

Remember that you have to provide your Driving Licence number, Passport Number and National Insurance number, for entry onto the form by the CLRG Identity Verifier as well as proof of your address.

The Identity Verifier will complete the identity validation with you, using your documents, and sign the photocopies you provide to him or her.

*Note:* The Identity Verifier will also enter onto the PIN Notification and ID Validation Form a **PIN** number, which will enable you to log into the Access NI on-line application system.

He or she will then complete the remaining sections of the Form as relevant, which will be then handed back to you.

This verification procedure must be carried out by a personal visit and cannot be conducted electronically.

## 2. SUBMISSION OF DOCUMENTS

On completion of the verification of your identity, you should go to the Access NI website and commence your application.

At the end of the on-line application process, you will be allocated a case reference number, on the final screen. You will be advised to print this screen and keep the printout safe. The case reference number is most important, in case you need to enquire about your application.

It is very important that you insert your Case Reference Number onto the PIN P ]

We cannot accept these forms etc by electronic means.

- a) The completed PIN Notification and ID Validation Form  
[Take a photocopy for your own records]
- b) The photocopied documents supporting the ID verification, and signed by the ID Verifier. **[Do not send any original Identification documents]**, used by you as part of the ID verification process.
- c) The Fees, or proof (receipt) to the effect payment has been made to CLRG direct. All payments to be made out in favour of An Coimisiun Le Rinci Gaelacha.

Contact details for the CLRG Vetting Liaison Person, are shown at the head of this letter.

## 3. FEES.

### Registered member (Teacher / Adjudicator)

The breakdown of these charges is as follows:

Access NI Fees for Enhanced Disclosure- £33.00  
Swift Check Agency Service - £10.00

Total Payable for a Registered member (Teacher / Adjudicator) = **£43.00**

## 4. ADDITIONAL INFORMATION:

- a) You will have **30 days** in which to complete the on-line application, after which any application will be denied, and you will have to start the process again. This period will be taken from the date of this letter, and include all days in the week, not just 'working days'

- b) On completion of the necessary vetting enquiries carried out as part of the application, Access NI will send you a Disclosure Certificate as well as an email advising that this stage had been reached, and that your case (application) will have been forwarded to the CLRG Vetting Liaison Person for completion.
- c) **It is important that you note:** The Vetting process is not completed until the Liaison Person has received your case from Access NI and consideration have been given to the contents and outcome. The Liaison person will [then] advise you and An Coimisiun as to whether confirmation has been given, or not, in each case.
- d) The standard of vetting for all CLRG registered and non-registered members is *Enhanced Disclosure*.
- e) As vetting is usually part of a pre employment process, you will note that reference may be made to *employer / employee / post applied for* etc.... for ease of completion, you are asked to regard the Employer as *An Coimisiun Le Rinci Gaelacha* or *The Irish Dancing Commission*, whichever title you feel most comfortable with. You will be regarded as applying for a post as an *Irish Dance Teacher*, which is your core status and therefore the default for this procedure...
- f) Any other applicant, not a registered teacher, will be advised of their status accordingly.

**Paula Bell**  
**Ulster CLRG Vetting Liaison Person**

