

AccessNI Advice Note

Disclosure Certificate Application Form - Volunteers

Comhairle Uladh have been processing AccessNI applications over the past few years and there have been a few areas on the previous application form that were often overlooked. This caused the delay in the applications being processed because the information was missing and had to be chased up.

We have comprised a list of a few of the areas to look out for that tend to be left uncompleted on the application form:

- **Application must be completed A4 size** (one page to one A4 sheet, AccessNI will not accept the form smaller than A4.)
- If you have any middle names, please include these under the forename(s) section e.g. Joe G., would be completed Joe Gary
- If you have ticked Mrs., please ensure you include your Maiden Name and the **Full Date** you changed it to your current surname
- If you are known as Ms and have changed your surname, please ensure you include the surname and the **Full Dates** you began using it and stopped using it
- **National Insurance Number** is a compulsory field and must be completed.
- If you hold a valid passport, then this section is also compulsory
- When completing address history, the **full date you have lived at this address since** must be stated in the format dd/mm/yyyy
- If it is less than 5 years a previous address must be given and the **Full Dates** must also be given for this address
- **Section G1 is a compulsory field**, Yes or No must be ticked
- **Please note that the AccessNI application along with the relevant photocopies of Identity documents must be returned to the Club Nominated officer and the club nominated officer must return the application to Ulster GAA for processing within 2 months from the date the application has been signed and dated by the individual who has completed the AccessNI application.**

PLEASE NOTE: The above list is NOT exhaustive; we would ask that you keep checking ALL sections of the application for any pieces of missing information.