

A step by step guide to applying for AccessNI Vetting with H.S.I

1. Click on the link below, which is the payment page for the application. Print off the application form on this page.
<https://www.horsesportireland.ie/governance/access-ni-application-form-payment-page/>
2. Now go to the link below and click on the green button at the end of the page that says “Apply for an enhanced check through a registered body”
<https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>
3. Now create a User Id and password, keep a note of these as they will help you track your applications progress.
4. Now use your ID and password to log in as prompted.
5. Start filling in the online form. Here you need that 6 digit number from the application form you printed off from the payment link in step 1, so keep it to hand.
6. When you have filled in all of the form, then click on the “Confirm and Proceed” button to finish this part of the application.
7. Now you get a 10 digit AccessNI reference number on your confirmation page. Write this down and keep it safe.
8. Now back to your printed application form.
9. Fill in page 1 & 2 of this form, including the reference number from step 7.
10. **On page 3 of this form, ONLY fill in Position being applied for.** H S I will fill in the rest of this page.
11. Take your Identification documents, the copies and yourself to the local PSNI Station for verification.
12. Send the application and your verified copies of ID to H. S. I.
safeguarding@horsesportireland.ie
13. You will receive notification and a link to your Disclosure certificate. Do not send this to Dressage Ireland. Paul Hayes of H.S.I will review the certificate and issue a letter via email stating that the vetting procedure has been successful. This letter is what you now send to Patricia Frost DLP at patriciafrost41@gmail.com

FAQ

- Q. It says I can get my childrens officer to verify my documents. Can I use this instead of going to the Garda Station.
- A. No. Verification must be done face to face, and due to covid, timely access to either the National Childrens Officer or DLP is extremely difficult to arrange.
- Q. I haven't heard anything back after sending my first stage of paperwork in, what do I do?
- A. You can use your User id and password to log in and view the progress of your application. If you still have concerns you can contact Paul Hayes in H. S. I.
- Q. If I already submitted my copy of current vetting to H S I for other purposes, why do I have to send it to Dressage Ireland?

- A. Dressage Ireland has no access to the files kept by H S I. It is our duty to record the vetting status and safeguarding certification of every judge.
- Q. I have Vetting approved for another affiliate (pony club, riding club etc) can I use this.
- A. Unfortunately you must get vetting for your role in Dressage Ireland. Vetting letters which state clearance for other organisations will not be accepted by H S I as sufficient for Dressage Ireland.
- Q. I am applying for this vetting from the North of Ireland, do I need to go to a Garda Station?
- A. No, if you live in the North of Ireland your local PSNI Officer will be able to verify the copies of your documents for you.
- Q. Does my H S I Access Ni vetting letter cover me to judge in the Rep of Ireland too?
- A. No. If you wish to judge in the Rep of Ireland you must apply for vetting with Horse Sport Ireland. A separate guide for this is available.

If you still have questions, or find yourself stuck in part of the process please feel free to contact Patricia Frost who will be happy to help.