

AccessNI Registration Form



Complete all relevant sections, scan and email to Disclosure@thirtyoneeight.org

For more information and to read our full terms and conditions, or to find out more about our background checking service go to <https://thirtyoneeight.org/dbs-service/register-with-us/northern-ireland/>

1. Organisation details

Organisation Name: _____

Membership reference number (Sent to you in your welcome email): ____ _

2. Lead Recruiter Details: (This is the person who will process your ANI checks and act as our main contact)

Mr/Mrs/Miss/Ms/Revd/other: _____ First name(s): _____

Last name: _____ Telephone/Mobile: _____

Email: _____

Address (this must be the address where contact can be made with the Lead Recruiter and where post can be securely received)

_____ Post Code: _____

3. Senior Leader (this CANNOT be the same person as the Lead Recruiter) For organisations where the Senior Leader is also acting as the Lead Recruiter for your organisation, you will need to provide details of the next most senior person here so that they are able to authorise the Lead Recruiter.

Mr/Mrs/Miss/Ms/Revd/other: _____ First name(s): _____

Last name: _____ Telephone/Mobile: _____

Email: _____

Declaration: By signing below I confirm that I have the appropriate authorisation on behalf of my organisation to apply for membership with thirtyone: eight and have read and accept the terms and conditions.

I have no hesitation in recommending the person(s) named in points 2 and 3 to act on behalf of our organisation to process DBS checks. I have confirmed their identity and to the best of my knowledge they have no relevant unspent convictions; are not currently the subject of any criminal investigation or pending prosecution; and I have no cause for concern regarding their honesty, integrity, or their conduct with children and adults at risk in the context of their role within our organisation

<p>Senior Leader Signature:</p> <p>Date:</p>
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4. Payment details (We will send a secure link by email to set up your Direct Debit)

Your membership will become active once we have received your first annual membership subscription payment. Payment is due annually and must be renewed in order to keep your membership active. Full terms and conditions can be found at thirtyoneeight.org/membership-terms-and-conditions

5. Finance Contact Person (e.g., Treasurer or Finance Officer)

Mr/Mrs/Miss/Ms/Revd/other: _____ First name(s): _____

Last name: _____ Telephone/Mobile: _____

Email: _____

6. Declaration statement by organisation

This organisation is responsible for recruiting volunteers and/or paid workers to roles that need either Enhanced or Standard AccessNI checks. In registering with the thirtyone:eight Disclosure Service:

- We agree to comply with all the requirements contained in the [AccessNI Code of Practice](#), other AccessNI procedures and processes, and by UK data protection legislation and GDPR.
- We confirm that we have adopted and attached [policies for the recruitment of offenders and safe storage of information](#) in line with AccessNI expectations. We will not communicate, disclose, or make available all or any part of confidential information to any third party.
- We have read and understood the information at <https://thirtyoneeight.org/dbs-service/register-with-us/northern-ireland/before-you-register/> along with thirtyoneeight.org/privacy-notice and agree to abide by these polices and that our Recruiters meet the expectations for that role.
- We confirm that our Recruiter(s) meet the [expectations for the role](#) and we have confirmed their identity. We confirm that we know of no relevant unspent convictions or that they are subject of any criminal interrogations or pending prosecution. We confirm we that have no cause for concern regarding their honesty, integrity, or conduct with children and adults at risk.
- We agree to keep Thirtyone:eight informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.
- We have completed the Service Level Agreement Check list (next page)
- We have attached copies of our organisations policy on recruitment of ex-offenders and secure handling, use, storage, and retention of disclosure information.

Signed on behalf of the organisation by:

<p>Lead Recruiter Signature:</p> <p>Print name: Date:</p>

<p>Senior Leader Signature:</p> <p>Print name: Date:</p>
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