



## HOW TO COMPLETE AND SUBMIT AN ACCESSNI APPLICATION.

- Use the most recent form - see on website
- <https://www.swimulster.com/wp-content/uploads/2024/08/ANI-Declaration-and-Application-Form-Instructions-2023.pdf>
- Complete the online application from the instructions:
  - ✓ all middle names must be included.
  - ✓ your organisational reference must be included (Swim Ireland membership number)
  - ✓ your name on the application must match the name on your identity documents.
- Once you have completed the online application, complete the form:
  - ✓ Section 2 - Swim Ireland Membership number, club, and the role that you need to be checked for. This must be a regulated role (putting member, parent or swimmer as role cannot be accepted).
  - ✓ Section 3 – your details and the signature of the club officer who has checked your identity from your original documents – passport etc.
- The fully completed form and a copy of each of your identity documents must be sent to Swim Ulster. Email [ruth@swimulster.com](mailto:ruth@swimulster.com) or send to the postal address on the form.
- If the form has not been fully completed, or the correct documents are not included with the form, the application cannot be processed.
- The online application is only valid for 21 days. If the form and documents have not been received within this time span, the application cannot be processed.
- After 21 days, the application is invalid and will be deleted from the portal.