



### Information for applicants completing an application

Before you start completing the form, you should have the following information to hand:-

- National Insurance Number (if you have one)
- Driving Licence (if you have one)
- Passport (if you have one)
- Addresses at which you have lived in the past 5 years (along with corresponding dates)

1. This e-application form is easy to complete. If you have all the information required it should take less than 5 minutes. Just complete each box as it appears, and follow the instructions on-screen.
2. To make an Enhanced Disclosure [ED] application to AccessNI on-line, you must first go to AccessNI Applications page on the NI Direct website, [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni). Select the option Apply for an enhanced check through a registered body. You will be taken to following web page.

A screenshot of the 'Apply for an enhanced check through a registered body' page on the AccessNI website. The page has a blue header with navigation links: Home, Information & Services, Do It Online, Contacts, Help, and Feedback. Below the header, there's a breadcrumb trail: 'You are here: Crime, justice and the law > AccessNI Criminal record checks > AccessNI applications >'. The main heading is 'Apply for an enhanced check through a registered body'. Below this, there's a paragraph explaining enhanced checks. A section titled 'Before you start' provides instructions on logging in or registering. A list of requirements is shown: 'the pin number given to you by the person who asked you to complete this form', 'your address(es) for the last five years', 'your national insurance number', and 'your driving licence and passport numbers if you have these documents'. A green button labeled 'Apply for an enhanced check >' is highlighted with a red arrow. To the right, there's a sidebar with 'About AccessNI' and a list of application options, including 'Apply for an enhanced check through a registered body', 'Apply for a basic check as an individual', 'Apply for a basic check through a responsible body', and 'Apply for a standard check through a registered body'. Other links in the sidebar include 'AccessNI turnaround times', 'AccessNI individuals', 'AccessNI employers', 'AccessNI application forms', 'AccessNI checks', 'AccessNI filtering', 'AccessNI advice, complaints and disputes', 'Find an Umbrella body', and 'AccessNI fair treatment'.

3. Click on **Apply for an enhanced check >**. If you have previously submitted an AccessNI application and already have an account, you can directly log in to this. If not, you will have to create an account; creating an account means that you can track the progress of your application. Separate guidance is available on creating an account.
4. The create account/log in page is as follows:-

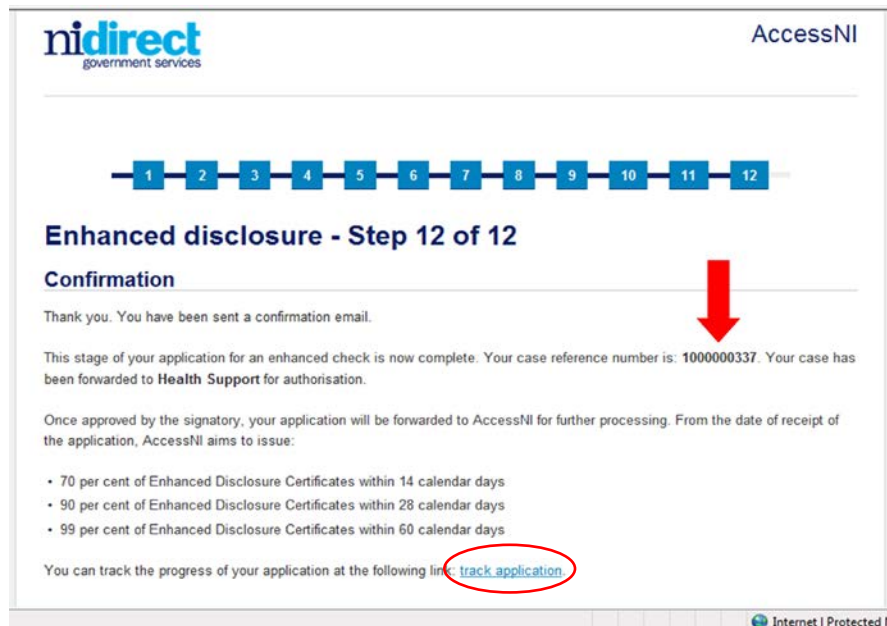
A screenshot of the 'Log in to AccessNI' and 'Create an account' page on the NI Direct website. The page has a grey header with 'AccessNI home | Register | Log in'. The NI Direct logo is on the left, and 'AccessNI' is on the right. The main heading is 'Log in to AccessNI'. Below this, there's a note: '\* Indicates a required field'. There are two main sections: 'Log in' and 'Create an account'. The 'Log in' section has fields for 'Email' and 'Password', both marked with an asterisk. Below these fields are links for 'I've forgotten my password' and 'Request activation email'. A blue 'Log in' button is at the bottom of the 'Log in' section. The 'Create an account' section has a green 'Create an account' button. The footer shows 'Internet | Protected Mode'.

5. Once you have created your account you can log in to your account, by keying in your email address and password, and commence processing your application. The system will prompt you for a 6-digit PIN code. This number should already have been provided to you by the person who asked you to complete the application. If not, you should contact that person to obtain their AccessNI PIN.

6. Once the PIN has been entered, and you have clicked the **Next >** button, the system will display the name of the person who asked you to complete the form (Signatory), along with the name of their organisation. If this does not match the details you hold (or expect), it may be that you have keyed in the wrong 6-digit number. In which case, click **< Back** and re-key the number.

7. If you are content to proceed, click the **Next >** button. The system will take you to the on-line Application and prompt you to complete your details onto screen. There are a number of screens you will be required to work through, providing details as required. Once you have completed each screen you should click the **Next >** button to continue to the next screen.
8. There are a number of features available to assist with the Form completion:-
- Help is available to explain what information you have to provide for some boxes.
  - The symbol \* beside any box indicates that the box must be completed; you will not be able to progress beyond a page if any of these boxes have not been completed.
  - Some of your details used to create your account on NI Direct will automatically populate the relevant boxes on the e-applications, to save you having to re-key these.

- Drop-down buttons are available to allow for quick select, such as title, nationality, etc.
  - A postcode look-up facility is available to assist with keying in current and previous address details (this only works for UK post codes).
  - You will be automatically logged out of your account after 15 minutes of inactivity.
  - The e-application will automatically be saved each time you press the **Next >** button. This means if you haven't completed your application, if you wish, you can pick it up where you left off when you log back in to your account.
9. At any stage on the application you can click **< Back** in order to amend / correct the information you have provided.
10. The final page in this part of the process is the Confirmation page.



11. As indicated in the screen print above, your case reference number is provided on this screen. You should print this screen and keep the number safely in case you need to ask questions about your application. This number will also be displayed on your disclosure certificate, which will be posted out to you once AccessNI has completed its work. You will also have received an email to confirm that this part of the disclosure process has been completed and your case has been forwarded to the appropriate body for approval.
12. You can track the progress of your application either by clicking on the highlighted link on the page above or on the same link at the bottom of the e-mail that is sent at this stage in the process.
13. If you require any further assistance with completion of the e-application you should either contact the person who asked you to complete the Form, or contact AccessNI on 0300 200 7888.

**GUIDANCE END**