

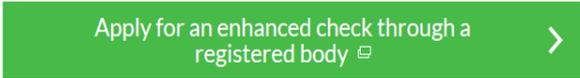
Guidance on Creating an Account and Processing an Access NI ONLINE Application (Revised May 2018)

Before processing your Access NI ONLINE Application Form, please ensure you have the following information at hand:

- National Insurance (if applicable)
- Valid/current Driving Licence (if applicable)
- Valid/current Passport (if applicable)
- Make sure you know a 5 year address history, including POST CODE. If you are unsure about previous address post codes, you can look these up on the internet.
- The Catholic Church Northern Diocese **PIN NUMBER (785587)** you will be asked to enter this number after logging into the Access NI Application Form Website.

- ID Verification Form: The **applicant must complete PART 1 themselves**, to ensure accurate information is given and the Parish Safeguarding Committee Chair (PSC) completes and signs PART 2.
- The PSC Chair or Parish ID Verifier **must take photocopies of the applicants VALID, CURRENT AND ORIGINAL DOCUMENTS.**
- Confidential Declaration Form: The applicant must complete and sign this form in a confidential place, where the form is placed into an envelope and sealed. Other than the applicant, the only other person who will see this form is the Diocesan Registered Person who applies for the Access N.I. Enhanced Disclosure.
- Where appropriate, attach the ID Verification Form and the sealed envelope containing the Confidential Declaration Form and forward to: The Registered Person, Catholic Church Northern Diocese (address below) **at least 2 DAYS after submitting the ONLINE Access NI Application Form.**

Please be advised: all documentation that has not been dealt with by the Vetting Staff within 60 days will be returned.

Log into Access NI Website	AccessNI applications nidirect www.nidirect.gov.uk/accessni-applications
@ Home Page, click on:	
Click on	 Please note the Catholic Church does not accept Standard Access NI Application Forms
Create an Account	To Create an Access NI Account : You will be required to create an Access NI Account on the NI Direct portal in order to process a “Standard or Enhanced check” Account creation on NI Direct is a very straightforward process that should take less than 1 minute to complete. Simply follow the steps below:- Step 1 - To commence, click the following link:- https://accessni.nidirect.gov.uk/Account/LogIn

The following page will appear:-
(Please ensure you keep a record of the following details)
You should click on the **Create an account** button. You will be taken to the Registration page where you will be required to provide the following information:-

- Email address – this is the email address you will have to use each time you log into your NI Direct Account
- Password – this must be at least 6 characters and contain at least one number
- Confirm password
- Secret question – for example, “what is the name of my favourite pet?”
- Secret answer – for example, insert the pet’s name
- First name
- Last name

nidirect
government services

Log in to AccessNI

* Indicates a required field

Log in

* Email

* Password

[I've forgotten my password](#)

[Request activation email](#)

Create an account

Once you have completed these boxes, click the button and the following screen message will appear:

AccessNI home | Register | Log in

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AccessNI

Registration successful

Thanks for registering. We have sent a confirmation email to **paulblack262@gmail.com**. Please follow the instructions in the email to activate your account.

Close website

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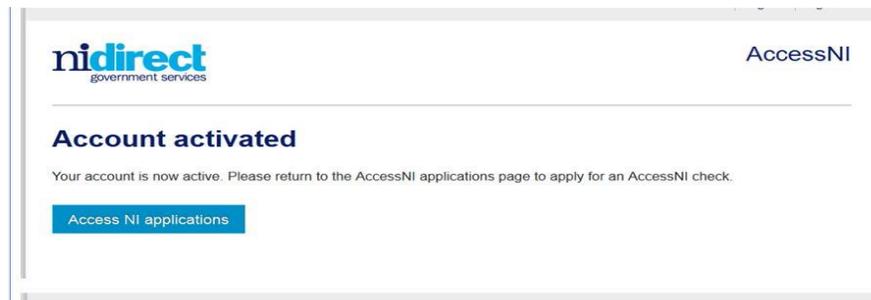
Step 2: Log on to your email account that you used for Access NI Registration, where you will find a new email from AccessNI within 5-10 minutes of creating your account, the content of which is as follows:-

You are receiving this email because you have registered for an account on the AccessNI website. Please click the link below to complete the registration.

If this is unexpected, and you haven't registered for an account, please ignore this email.

[Click here to activate your account](#)

You should click the link [Click here to activate your account](#). Upon doing so, the Account Activated Screen appears.



Step 3: Once you have completed the above short process, you can click on the **AccessNI applications** button to return to the NI Direct website to commence using the AccessNI on-line services.

Create an Account - Process Complete

Login to proceed with on-line Application

- At Login Screen - Enter email address & password
- Press Login
- Enter PIN code (**785587**)
- Press Next
- You are now at STEP 3 of the online process
- Enter all details required

PLEASE NOTE: at "Organisation Reference" at **STEP 3** please type in your "Diocese" (eg Down and Connor, Armagh, Derry, Dromore, Clogher or Kilmore).

[Continue to end and submit application](#)

[Your online application will be matched with your ID Verification Form and Confidential Declaration Form by Vetting Staff and further processed to Access NI.](#)