

Guidance on Creating an Account and Processing an AccessNI ONLINE Application

(Revised May 2019)

Before processing your AccessNI ONLINE Application, 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 (480892)** you will be asked to enter this number after logging into the Access NI Application Form Website.
- Please be advised: Your Access NI application will be deleted after 3 months, if not progressed

HOW TO SET UP, ACTIVATE AND SIGN INTO YOUR ACCESSNI ACCOUNT

- 1 Go to the nidirect.gov.uk website. You can do this by following the link below:

<https://www.nidirect.gov.uk/accessni-applications>

- 2 On the 'AccessNI: Criminal record checks' section, click on:

'Apply online for an **ENHANCED CHECK** through a registered body', shown below



AccessNI: Criminal record checks

Apply for an AccessNI check

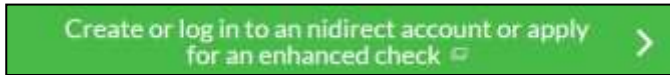
- Apply online for a basic check
- Apply online for a basic check through a responsible body
- Apply online for a standard check through a registered body
- **Apply online for an enhanced check through a registered body**
- Costs and turnaround times
- Log in to an nidirect account
- Other ways to apply

Please note: the Catholic Church **does not process Basic or Standard AccessNI checks**

3 Now you need to create and activate an AccessNI account on the NI Direct portal in order to process an Enhanced Disclosure check – to do this follow these steps:

Step 1 – Create your account

Scroll down the screen until you see this text box/link, then click on it:



You will be taken to this screen. You will need to choose ‘Create Account’ – under ‘I need an account’ section.



You will be required to complete the ‘Create an account on nidirect’ screen in full.



NOTE: Please make a note of your password. You will need it later.

You must click 'Next' and you will be taken to the screen below where you must enter your contact details and make your declaration.

The screenshot shows the 'Your address' registration form on the nidirect website. The form includes the following fields and sections:

- Postcode:** A text input field with a 'Find address' button.
- Address lines:** Three text input fields labeled 'Address line 1', 'Address line 2', and 'Address line 3'.
- Country:** A dropdown menu with the text 'Please Select'.
- Postcode:** A second text input field.
- Contact number:** A text input field with a note: 'We will not share your number. We will only use it to manage your account.'
- Declaration:** A section with the text: 'By using this service you agree that your details may be shared with other government partners ready to confirm your identity.' Below this is an 'I agree' button.
- Navigation:** At the bottom, there are two buttons: 'Back' and 'Create account'.

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

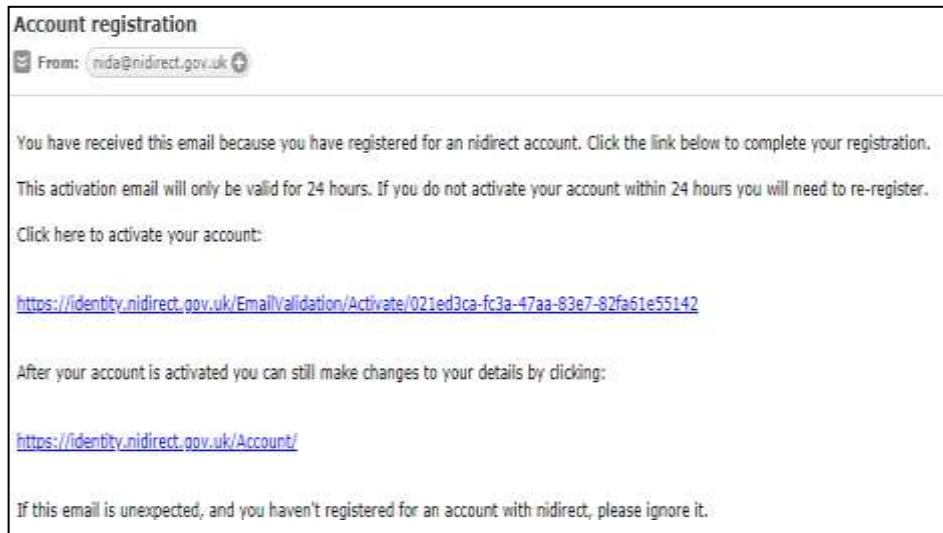
The screenshot shows a confirmation message titled 'Account registration successful' on the nidirect website. The message contains the following text:

- Account registration successful**
- The first part of your registration is complete. You need to activate your account before you can log on.
- We have sent a confirmation email to [REDACTED]
- Follow the instructions to activate your account.
- If you do not activate your account within 24 hours you will need to re-register.

Close the website

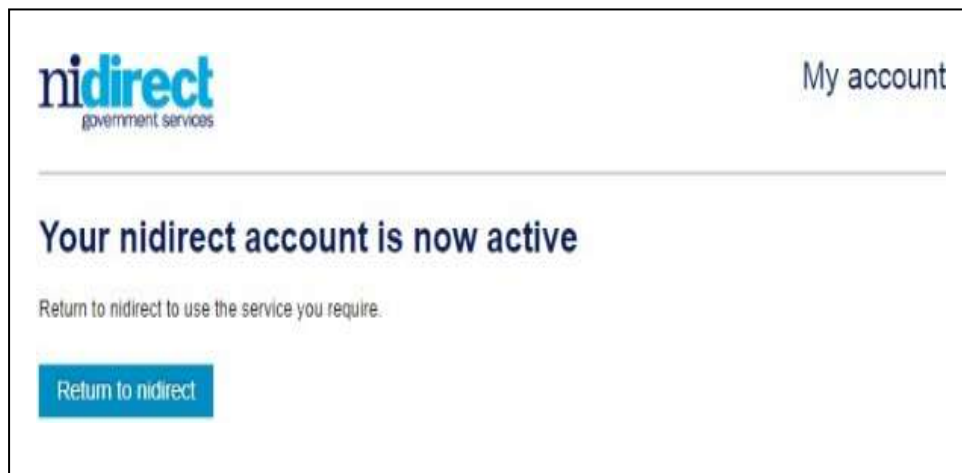
Step 2 – Activate your account

Log into your email account that you used for the AccessNI Registration, where you will find a new email from AccessNI within 5-10 minutes of creating your account. The content of your email is as follows:



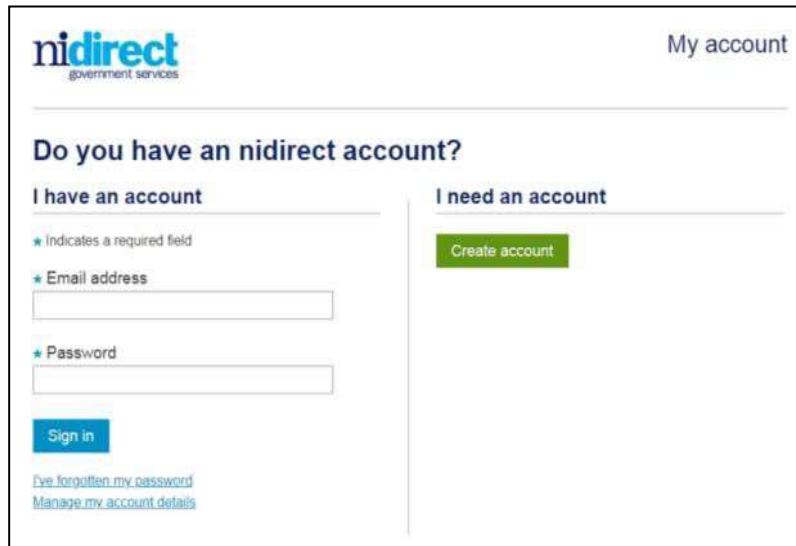
(If you **do not get an email from AccessNI**, contact them on 0300 200 7888).

Follow the instructions in the email to activate your account. When your account has been successfully activated, you will see this screen.



Step 3 – Log into your AccessNI account

You can click on the 'Return to nidirect' button to return to the nidirect website to commence using the AccessNI on-line services. You will need to make your way back to this screen so you can sign into your account.



You will need the following information to get started on the application for an enhanced disclosure check:

- Your email address
- Your password (the one you have written down earlier)

After you have signed in you must:

- **Enter PIN code (480892)**
- Press Next
- You are now at STEP 3 of the online process

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 Identity Verification Form and Confidential Declaration Form by the Vetting Staff and further processed to AccessNI.