



AccessNI Guidance Notes

AccessNI have introduced an online application process which The Boys' Brigade have adopted for disclosure applications

Please follow the instructions on the enclosed enhanced e-applications information sheet

Please note you will be required to input a PIN number
The PIN number to use is **593473**. This PIN number will link your online application to The Boys' Brigade

The attached ID sheet should be completed **by the evidence checker** and sent to the Support Team at BBHQ, Felden Lodge Hemel Hempstead, HP3 0BL together with the relevant leader registration form

If you require any further support in completing the online AccessNI application form please contact the Support Team on 01442 231 681 option 4.

ID VALIDATION FORM

PLEASE PROVIDE ORIGINAL DOCUMENTATION (NO PHOTOCOPIES) TO YOUR COMPANY CAPTAIN, CHAPLAIN OR BATTALION OFFICE BEARER, WHO SHOULD VERIFY, COMPLETE AND SIGN THIS FORM.

PLEASE DO NOT SEND ANY ORIGINAL DOCUMENTATION OR PHOTOCOPIES TO HQ.

Valid Identification Documents

In accordance with AccessNI Circular 1/2012 (issued in December 2012), ideally three documents must be produced in the name of the applicant; one from Group 1 and two from Group 2. If this is not possible, then four documents from Group 2 must be produced, one of which must be a birth certificate issued after the time of birth. It is preferred that at least one of these documents includes photographic identification.

Please tick the appropriate boxes to indicate what ID has been checked. This ID Validation Form should be made available to AccessNI on request.

Name of Applicant:

Date ID Check carried out:

I confirm I have seen the original ID documents as indicated below.

Signed :

Name (Capitals):

Position:

GROUP 1	GROUP 2	GROUP 2 CONTINUED
<ul style="list-style-type: none"> <input type="checkbox"/> Current Passport (any Nationality) <input type="checkbox"/> Biometric Residence Permit (UK) <input type="checkbox"/> Current Driving Licence (UK, ROI, Isle of Man or Channel Islands) <input type="checkbox"/> Original Birth Certificate (UK, Isle of Man or Channels) issue at time of birth <input type="checkbox"/> Original Long Form Irish Birth Certificate – issued at time of registration of birth 	<ul style="list-style-type: none"> <input type="checkbox"/> Birth Certificate (UK, ROI, Isle of Man or Channel Islands) <input type="checkbox"/> issued after time of birth <input type="checkbox"/> Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands) <input type="checkbox"/> Adoption Certificate (UK, Isle of Man or Channel Islands). HM Forces ID Card (UK) <input type="checkbox"/> National Insurance Card (UK) <input type="checkbox"/> Firearms Licence (UK and Channel Islands) <input type="checkbox"/> Bank / Building Society Account Confirmation Letter <input type="checkbox"/> Electoral ID Card (NI only) <input type="checkbox"/> EU National ID Card <input type="checkbox"/> Certificate of British nationality <input type="checkbox"/> Letter of Sponsorship from future employment provider <input type="checkbox"/> Cards carrying the PASS Accreditation logo (UK and Channel Islands) <input type="checkbox"/> Senior SmartPass (Translink) (NI only) <input type="checkbox"/> Current UK Driving Licence (old paper version) Current Non-UK / ROI Photo Driving Licence <input type="checkbox"/> Examination certificates (16-18 year olds only) 	<p><i>The following documentation should be less than 3 months old</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Bank/Building Society Statement (UK or EEA)* Credit <input type="checkbox"/> Card Statement (UK or EEA)* <input type="checkbox"/> Utility Bill (UK or ROI)* – not mobile phone Benefit Statement (UK)* <input type="checkbox"/> Addressed payslip* <input type="checkbox"/> A document from central government or council giving a form of entitlement (UK and Channel Islands)* <p><i>issued in the last 12 months only</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Mortgage Statement (UK or EEA)** <input type="checkbox"/> Financial statement (UK)** <input type="checkbox"/> P45/60 Statement(UK and Channel Islands)** <input type="checkbox"/> Land and Property Services Agency rates demand (NI only)** <input type="checkbox"/> Letter from a Head Teacher or Further Education College Principal (16-18 year olds in full time education – only to be used when other documentation routes are exhausted) **

Please return this form to the Support Team at BBHQ

CREATE AN ACCOUNT ON NIDIRECT



1. You will be required to create an account on the NI Direct portal in order to apply to AccessNI for the following on-line services:-
 - Enhanced check
 - Standard check
 - Basic check (through a Responsible Body)
 - Initial Registration
 - Add Countersignatory
2. 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>

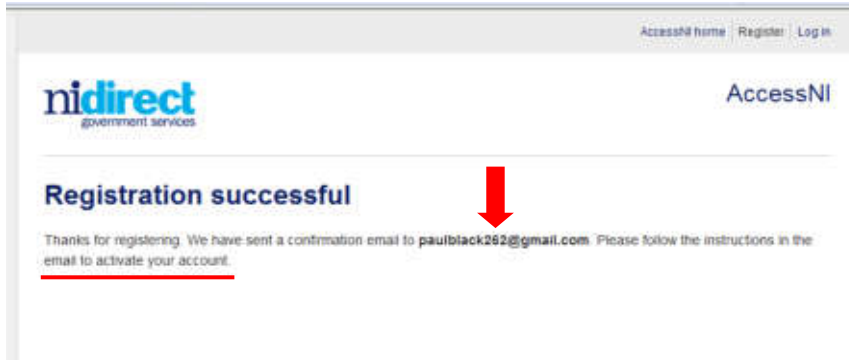
The following page will appear:-

A screenshot of the NI Direct AccessNI login page. The page has a white background with a blue header. On the left, the "nidirect" logo is displayed above "government services". On the right, "AccessNI" is written. The main heading is "Log in to AccessNI". Below this, there is 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 a blue asterisk. Below these fields are links for "No longer my password" and "Request activation email". A blue "Log in" button is at the bottom of this section. The "Create an account" section has a green "Create an account" button. At the bottom right of the page, there is a small "Internet | Protected by" icon.

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

Once you have completed these boxes should click the Create account button and the following screen message will appear

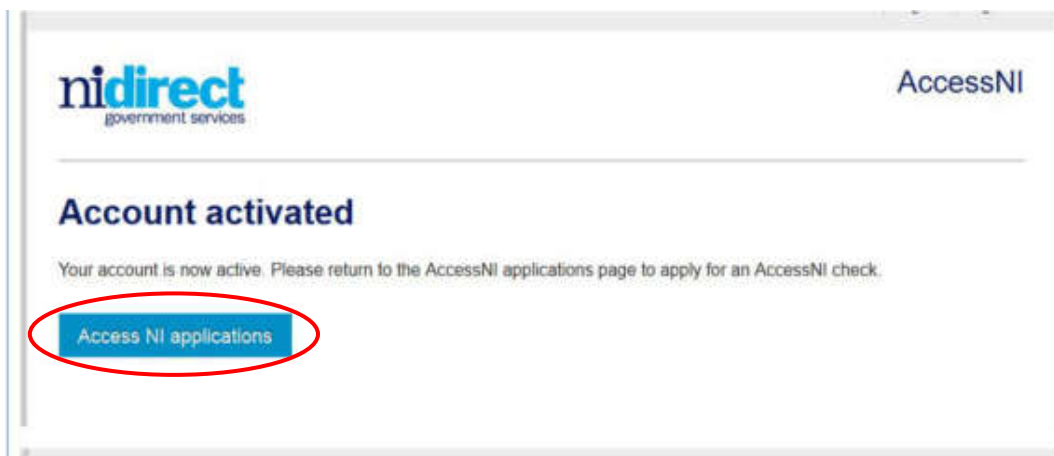


Step 2

Log on to your email account where you will find a new email from AccessNI, the content of which is as follows:-



You should click in link [Click here to activate your account](#). Upon doing so the following screen message will appear:-



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.
4. If you require any further assistance with completion of the Form you should either contact the person who asked you to complete the Form, or contact AccessNI on 0300 200 7888.

GUIDANCE END

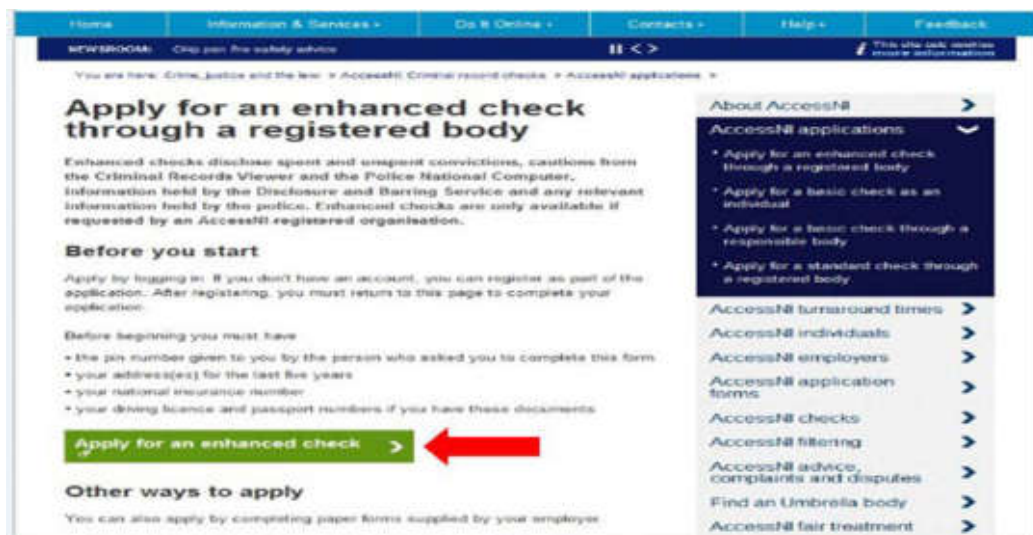


Information for applicants completing an application

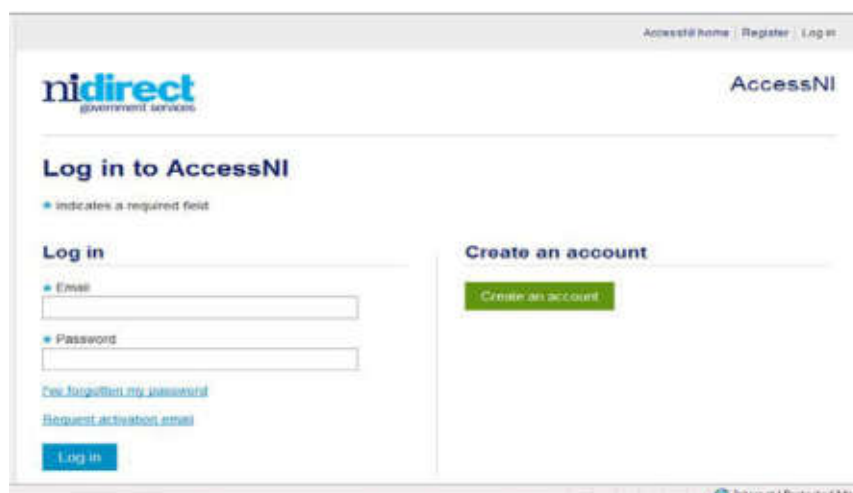
Before you start completing the form, you should have the following information to hand:-

- 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. Select the option Apply for an enhanced check through a registered body. You will be taken to following web page.



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:-



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
