



AccessNI Application Form

Please refer to page 5 for instructions on how to apply for an online
Enhanced AccessNI application



Have you already had an AccessNI certificate issued for PCI?

☐ Yes

☐ No

If so, when? _____

SECTION 1 - PERSONAL DETAILS

Church / organisation name / umbrella group			
Title		Surname	
Forename		Middle names	
Name usually known by / preferred name			
<u>All</u> other previously used surnames (if applicable)			
<u>All</u> other previously used forenames (if applicable)			
Date of Birth			
Current address (Include postcode)			
Phone number			
Email address			

SECTION 2 - ROLE DETAILS

Role applied for <i>*Please specify your role(s) within PCI e.g. Sunday School Teacher etc.</i>	
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If this is required for a specific date and role E.g. installation of minister, oversees mission or Holiday Club then please state role & when this is required for.	
Is this a paid role?	☐ Yes ☐ No
Regulated Activity Definition	<u>Regulated activity is work which a barred person must not undertake.</u> It is a criminal offence for a barred person to seek or undertake regulated activity and it is an offence for organisations to knowingly employ a staff member or involve a volunteer in regulated activity if they are barred.
Within an approved church context, will your role with <u>children</u> involve any of these activities? <i>(Please tick all that apply)</i>	If you are working within church groups, it is likely you will require a check against the children's barred list if you are directly and regularly carrying out any of the below tasks. • Teaching, supervision and training ☐ • Advice, guidance or counselling ☐ • Transportation e.g. Driving a vehicle only for children ☐ How often will you be carrying out this role? i.e. weekly, monthly, yearly or emergency cover? The below only need to happen once for you to require a check against the children's barred list • Any overnight activity e.g. your role involves a residential ☐ • Provision of personal care e.g. toileting/assistance ☐
Within an approved church context, will your role with <u>adults</u> involve any of these activities? <i>(Please tick all that apply)</i>	Within church settings, it is unlikely that your role with adults will need to be checked against the adults barred list unless you are directly providing one of the following. If you are unsure, please contact the Safeguarding Department. • Providing health care (must be a health care professional) ☐ • Providing personal care e.g. toileting/assistance ☐ • Providing social work (must be a regulated social worker) ☐ • Assistance with general household matters e.g. ☐ ➤ managing the person's cash; ➤ paying the person's bills; ➤ shopping on their behalf. • Assistance in the conduct of a person's own affairs ☐ (Power of attorney) • Transporting to medical or social care appointments ☐ (Only if this an authorised service provided by the church)

Is there any reason that you cannot take up a position in regulated activity working regularly with children, young people or adults at risk?	Yes ☐ No ☐
Do you have any convictions that are not “protected” (as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended)?	Yes ☐ No ☐
Please be aware that a criminal record will not necessarily prevent applicants from gaining a position. It is a criminal offence to apply for an Enhanced Disclosure check if you are on one of the barred lists.	
The Presbyterian Church in Ireland’s policy on the Recruitment of Ex-offenders is available in the “Resources” section of our website. AccessNI’s Code of Practice and Privacy Notice is available at www.nidirect.gov.uk	
Once your application is submitted online, you will be emailed a case reference number, please enter it below – Case Reference Number: _____ Date of Submission online: _____	
Applicant’s Signature: _____ Date: _____ By signing, you give permission to progress with an application that may involve a barred list check if you are working in regulated activity.	

Please return this form to organisation / church in which you are applying for.

SECTION 3 - FOR COMPLETION BY MINISTER / DP / KIRK SESSION / MANAGER OF ORGANISATION / RESPONSIBLE PERSON

<i>I confirm that the applicant is applying for the role as described in Section 2 and that the appropriate recruitment processes are being followed by our organisation.</i>
Print name:
Position:
Contact number:
Signature:
Date:

Once this form has been completed, **pages 1, 2 & 3 must be returned by the organisation** via email to: vetting@presbyterianireland.org **OR** by post to the Vetting Team: Safeguarding Department, Assembly Buildings, 2-10 Fisherwick Place, BELFAST, BT1 6DW

Please note the safeguarding department will retain this form for a period of **90 days** from date of issue of the AccessNI certificate after which it will be disposed of in a secure manner.

If you need to hold a copy, please do so as per your own organisational GDPR policy.

The Presbyterian Church in Ireland is very aware of the sensitive and confidential nature of the information contained in this document and we wish to assure you that it will be treated in the utmost confidence and handled securely according to the Data Protection Act 2018.

Before you start completing the online AccessNI 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)
- Two identity documents. Please see link to acceptable forms of IDs - [List of acceptable ID documents - June 2025 \(1\).PDF](#)
- Organisation Reference e.g. name of the church / organisation where you are carrying out the role

1. Go to [Apply online for an enhanced check through a registered body | nidirect](#)
2. Select the green button to create a nidirect account and apply for a check. If you already have a nidirect account you should use this.
3. You will need to retain these login credentials for future use.
4. Once you have successfully created/logged in, you will be taken to the online AccessNI application.
5. The system will prompt you for a 6-digit PIN code – please enter the below pin and complete all steps of the application.

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6. There are a number of screens that 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.
7. Step 6 (of the online application) it will say “Organisational Reference (Optional)” **this MUST be filled in with the congregation / organisation that requires this check e.g. First Larne Presbyterian Church.**
8. Upload the required identity documents to the AccessNI application form. You are required to upload **two** identity documents, chosen from the AccessNI list provided in Section 4, to the AccessNI application form to allow the Signatory to verify that middle names and previous names have been provided. To help avoid delays in processing, it is preferable that you upload: -
 - Applicant’s birth certificate issued at time of birth or another suitable document that confirms the name(s) at birth and date of birth;
 - A document that contains both applicant’s current name and photograph (driving licence or passport).
9. Continue completing the remainder of the application.
10. Step 12 (of the online application) you will be required to confirm and date the declaration
11. When you click on **confirm and proceed** the application will be automatically forwarded to Vetting Team for processing.
12. Once completed, please note the 10-digit case reference number and date of submission on page 3.