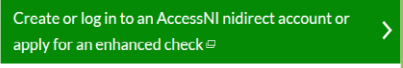



Applicant Instructions

1. Go to <http://www.nidirect.gov.uk/accessni> and select 'Apply for an AccessNI check'.
2. From the next set of options, click '**Apply online for an enhanced check through a registered body**'.
3. Select the green button  and log-in or create a new NI Direct account (NIDA). If you don't already have a NIDA you will need to create one.
4. Once you have created your account, you can log in by entering in your email address and password, and begin completing your application.
5. The system will prompt you for a 6-digit PIN code. Please enter **845972** and complete all steps of the application.
6. 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  button to continue to the next screen.
7. *Step 10* will require you to select your Identity Documents for the application. **These should be the same documents you will present to your Designated Person for verification. You are required to upload two identity documents from the list provided.**
8. *Step 11* requires the upload of the chosen forms of ID.
 - You should take a photo of your document to be uploaded to your account.
 - Also make sure that all the details on your photo ID are clear and all are within the frame.
 - To help avoid delays in processing, it is preferable that you upload your **birth certificate issued at the time of their birth** (or another available document that confirms your name(s) at birth and date of birth) and a second document that **contains both your current name and a photographic image of yourself** (driving licence or passport).
9. Please note for the '**Organisation reference (optional)**' question, you must type the name of the church that has asked you to complete this form – for example, First Larne.
10. *Step 11 of 11* is the final page in this part of the process – the confirmation page with case reference number that you need to make note of. (*Please see screenshot in next image*).

Step 11 of 11

Enhanced disclosure

Confirmation



Thank you. You have been sent a confirmation email.

This stage of your application for an enhanced check is now complete. Your case has been forwarded to **Addams Family Registered Body** for authorisation.

Once approved by the signatory, your application will be forwarded to AccessNI for further processing. From the date of receipt of the application, AccessNI aims to issue:

- 70 per cent of Enhanced Disclosure Certificates within 10 calendar days
- 95 per cent of Enhanced Disclosure Certificates within 21 calendar days
- 98 per cent of Enhanced Disclosure Certificates within 28 calendar days

You can track the progress of your application at the following link: [track application](#).

11. As indicated in the screen print above, your case reference number is provided on this screen. This number will also be displayed on your disclosure certificate, which will be issued 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.

12. Your 10-digit Case Reference Number should be written on your "First Check, Revetting or 16 & 17 year old" application along with the date you completed and submitted this online application. This will assist when we are processing your application.