ACCESSNI ON-LINE APPLICATION PROCESS

1. APPLICANT ACCOUNT REGISTRATION

The person asking you to complete an application will have given you a form called PIN Notification and ID Validation Form. Follow the instructions in parts 1 to 7 to create an account with AccessNI at

<https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>

* Click on create an AccessNI account
* Click on the green box ‘Create an AccessNI account’

Once registered you will receive an email stating account activated and you will be asked to return to the AccessNI Apply for an AccessNI check page.

2. APPLICANT APPLY for and Enhanced or Standard check

Log in to AccessNI using your registered email address and password

* **Step 1** – will require the PIN number given to you by the person asking you to complete a disclosure check
* **Step 2** – you will see Association for Real Change and ARC Signatory – please click NEXT to continue
* **Step 5** – please enter the **name of the organisation** asking you to complete an application
* **Steps 4 to 11** – simply continue to work through the fields on the application. Things to note:
1. System validation – eg 5 year address history
2. Drop-down menus incorporated throughout – Quick select
3. Pressing ‘NEXT’ automatically saves all previous pages
4. Windows will open for additional details, eg previous names
5. Post Code look-up facility included for addresses
6. Emails will be sent to the applicant as their case progresses
* **Step 12** – Confirmation. A **case number** will be issued please give this to the person asking you to complete this application and keep a copy for yourself.

Once complete you need to enter your case number at instruction 7 on the PIN notification and ID validation form. Then return the form to your employer as per instruction 8.

3. APPLICANT CASE TRACKING

Once your application has been approved by the signatory you can log into your AccessNI account. Go to TRACK STATUS of applications. Here you will be able to view the status of your application throughout the checking process.

4. EMPLOYER

Ask the applicant to follow instructions 1 to 7 on the PIN Notification and ID Validation Form (Please also ensure that the applicant gives the name of your ORGANISATION in the field entitled Organisation Reference in **Step 5** of the online application form) and brings the form back to you with original ID documents in order that you can complete pages two and three and sign page one of the form and also take photocopies of the ID seen. Please note you must ensure that the applicants case /application reference number is recorded on the front page as per instruction 7.

Once the PIN Notification & ID Validation Form has been completed and signed by yourself as the evidence checker please scan and email all three pages of the form, together with copies of the ID seen, to: disclosureservice@arcuk.org.uk

Further guidance can be found on our website at:

<https://arcuk.org.uk/trainingservices/northern-ireland-disclosure-service-access-ni/>