



Access NI: How to do it (IF YOU ARE A LEADER)

1. PART ONE: PAPER FORM:

- a. You will need to print out some forms from this page.
<https://www.nidirect.gov.uk/publications/pin-notification-and-id-validation-form-registered-bodies>
These forms are the paper forms you need to complete access in.
- b. Everyone who is applying for access needs one of these forms. They won't need to worry about filling out the online application reference as they won't have it until they complete the online part.
- b. Those applying must fill out the paper form and find the correct forms of 3 ID.

Now it's time to do the online form.

2. PART TWO: ONLINE FORM:

- a. Create an account with Access NI.
- b. Find an AccessNI open umbrella body.
<https://www.nidirect.gov.uk/articles/accessni-open-umbrella-bodies>
Below is the list from the AccessNI website.

The screenshot shows a web browser window with the URL [nidirect.gov.uk/articles/accessni-open-umbrella-bodies](https://www.nidirect.gov.uk/articles/accessni-open-umbrella-bodies). The page title is "AccessNI: Criminal record checks". The main content area is titled "AccessNI open umbrella bodies" and contains the following text: "AccessNI-registered open umbrella bodies provide services to employers in Northern Ireland needing standard and enhanced disclosure applications for staff and volunteers. Some umbrella bodies also do basic disclosure applications. Umbrella bodies send all applications for checks to AccessNI." Below this text is a "Contents" section with a list of links: "Belfast and County Antrim", "County Armagh", "County Down", "County Fermanagh", "County Londonderry", "County Tyrone", "Other areas", and "Contact AccessNI". To the right of the main content is a sidebar titled "AccessNI for individuals" with a list of links: "AccessNI advice and complaints", "AccessNI open umbrella bodies", "Apply for an AccessNI check", "Criminal record checks for working abroad", "Disputing an AccessNI certificate", "Information disclosed in a criminal record check", "Providing proof of your identity for a basic check", "Types of AccessNI checks", and "Using a criminal record check".



Belfast and County Antrim



- c. Find an umbrella body that is free.
- d. **Email or phone** the open umbrella body you have chosen and ask for a **pin number**. This is needed in order to fill out a form. Every umbrella body has a



different pin number. Once you enter it you will see the name of the organisation you've chosen appear eg. **Church of God, Shankill.**

PUT THIS PIN ON THE PAPER FORM YOU GIVE TO YOUR VOLUNTEERS AS THEY WILL NEED IT TO FILL OUT THE ONLINE PART.

- e. **EVERYONE** volunteering/working with U18's needs an enhanced check. <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>.
- f. Complete the form online and when it is completed it will give you a reference code. This will be **unique** to you! Write it on the top of your paper form and then bring it to your leader in charge with your 3 forms of ID.

Here's a list of what should be brought to you as a leader to complete AccessNI.

- 1) Paper form with completed online reference number on it.
- 2) 3 forms of different ID (the list of what is accepted is on the back of the paper form)