



## **ACCESS NI: HOW TO DO IT (IF YOU ARE A VOLUNTEER)**

- 1. PAPER FORM STEP 1:** Get your leader to give you a form to fill out in person. Don't worry about filling out the online application reference as you won't have it until you fill it out.
  - a.** Fill out the paper form and find the correct forms of 3 ID. **Don't give your form to your leader until you do the online bit.**

Now it's time to do the online form.

- b) ONLINE FORM STEP 2:** Apply for an enhanced check. EVERYONE volunteering/working with U18's needs an enhanced check.  
<https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>.
  - a.** Create an account with Access NI: Your church/organisation should be set up with an umbrella body. Your leader should have put the pin number for it on your paper form.
  - b.** Enter the pin your leader has given you to start the online application.
  - c.** 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 you should be bringing to your leader to complete your 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)