

Guidelines for completing Vetting Applications Northern Ireland

NOTES FOR APPLICANTS

- The **AccessNI** Vetting is to be completed online.
- When you are applying or vetting, the branch registered signatory **MUST** confirm your identification using valid identification documents (one from Group One and two from Group Two below), complete an *ID VALIDATION FORM*, and issue you with a six-digit PIN before you can process your application for AccessNI clearance.
 - GROUP ONE - Passport/Driving Licence/Original Birth Cert/Valid EU ID card.
 - GROUP TWO – Marriage Cert/P45/P60/Utility Bill (electricity, gas, water, telephone – including mobile phone contract/bill)/Credit Card, Mortgage or Store Card Statement/Valid Insurance Cert/TV Licence.
- Once you have completed the Identification form and received the 6 digit PIN, start the process to get your enhanced check by visiting:
 - <http://www.nidirect.gov.uk/accessni-criminal-record-checks>
Select **Apply for an AccessNI check**; Select **Apply online for an enhanced check through a registered body**; **Again Select Apply for an enhanced check through a registered body**;
 - At this point, to apply for an enhanced check, you must first register with **indirect**; If you don't have an account, you can register as part of the application. After registering, you must return to the “log in” page to complete your application.
- **Before beginning your application must have with you:**
 - The PIN given to you by the Branch Counter Signatory
 - Your address(es) for the last five years
 - Your National Insurance number
 - Your driving licence and passport numbers (if you do not have either of these documents please place an xxxx in the box requesting this information)
 - Follow the instructions on-screen, if you have all the information required it should take less than 5 minutes.
- **Guidance notes can be found at** o <http://www.nidirect.gov.uk/applicant-guidance-enhanced-e-application.pdf>
- There are a number of screens to work through, please provide the information requested and once you have completed each screen click **NEXT>** to continue to the next screen.
- The symbol * beside any box indicates that the box must be completed: you will not be able to progress beyond a page if any of these boxes have not been completed.
- Enhanced disclosure as you need please make sure the box where it says *Method of payment No payment (volunteer)* you tick this box it is in step 10.
- Once you have completed the application, please make a note of your **Case Reference Number**: this will be required if you need to make contact about your application.



- This number will also be displayed on your disclosure certificate, which will be sent to you once AccessNI has completed its work. You will also receive an email to confirm that this part of the disclosure process has been completed and that your case has been forwarded to the appropriate body for approval.
- You can track the progress of your application either by logging into your AccessNI account or *via* the **track application** link at the bottom of the e-mail that you will receive from AccessNI.

You are advised to contact the registered signatory at this point to inform them that you have completed the application as they will need to approve your application before it is processed.

Please Note – registered signatories are notified by email at this point: if you do not contact them they may not check their email in time, which will hold up your application!

- **It is essential that vetting applicants state the position for which they are applying (e.g. UNSUPERVISED VOLUNTEER SUPERVISING CHILDREN & ADULTS AT MUSIC / UNSUPERVISED VOLUNTEER TEACHING MUSIC, etc. ...) as requested on the vetting application form.**
- Once the process is complete, all applicants are individually notified and supplied with a Disclosure Certificate and Reference Number. Please keep this Certificate/Reference Number for your records/files.
- Once Comhaltas personnel have completed this process, this Certificate and Reference Number can be applied to all Comhaltas activity, irrespective of location throughout the United Kingdom.
- We are recommending re-vetting at **3 year** intervals.
- Contact your nearest Comhaltas Resource Centre for help.

WHAT'S NEW? – NOTES FOR DLPs / BRANCH AccessNI SIGNATORIES

All Branch AccessNI Signatories (those who have previously received a counter signatory number from either AccessNI or Ulster CCÉ Lead Signatory, Eamon Graham) must contact Mr Graham (Tel:028-25821025) to obtain an online PIN for their branch if they have not already received this. Please check your email before contacting Eamon Graham as you may have previously received a request to register for your PIN from AccessNI.

As Counter signatory you MUST confirm the identification of ALL persons applying for a disclosure certificate using the valid identification documents (one from Group One and two from Group Two below) and complete an *ID VALIDATION FORM* which is available to download from

<http://www.dojni.gov.uk/index/accessni/applicationforms/id-validation-form.pdf>

- GROUP ONE - Passport/Driving Licence/Original Birth Cert/Valid EU ID card.
- GROUP TWO – Marriage Cert/P45/P60/Utility Bill (electricity, gas, water, telephone – including mobile phone contract/bill)/Credit Card, Mortgage or Store Card Statement/ Valid Insurance Cert/TV Licence

Once you have completed this form, you may then issue the applicant with your sixdigit PIN received from AccessNI.

If you require any advice in relation to completing these forms please contact.
Eamon Graham (Tel: 028 2582 1025) or Brendan McAleer (Tel: 028 8224 2777).