Guidance for completing an online Standard Disclosure Online for Access NI

Documents needed prior to starting an Online Standard Disclosure
- National Insurance Number (if you have one)
- Driving Licence (if you have one)
- Passport (if you have one)
- Full Address history for the past 5 years including dates, and Postcodes.

1. This application should take less than 5 minutes to complete, please follow the on screen instructions as you make your way through the application.

2. To complete an online Standard Disclosure you must visit www.nidirect.gov.uk/accessni . Please Select Access NI applications and then Apply for an standard check through a registered body. This will take you to the following web page:

3. Click on "Apply for a standard check through a registered body" to start your application.

4. You must create an account; creating an account will assist you in tracking the progress of your application. If you have already created an account with Access NI you can directly log into this.

5. The create account / log in page is as follows

6. Once you have created your account you can log into your account, by entering your email address and password. You can now commence processing your application. The system will then prompt you for a 6-Digit PIN. Online Applications for the Business Services Organisation require you to enter XXXXXX. (This will be provided on your conditional offer letter).

Standard disclosure - Step 1 of 11

* Indicates a required field

PIN code

* Personal Identification Number – PIN

Please enter the PIN code provided by the organisation asking you to complete this application.

Next >

7. Once you have entered the PIN and clicked the next button the system will display both the name of Selected Body and the name of the Counter Signatory. If your screen does not display the Business Services Organisation as you Selected Body please contact your recruiter and do not continue with your application. (PLEASE NOTE THE SIGNATORY IS SUBJECT TO CHANGE)

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AccessNI

Standard disclosure - Step 2 of 11

Confirm body

The selected body is: **BSO Recruitment and Selection Shared Service Centre**

Signatory: **Paul Kerr**

Click 'Back' to change the body or 'Next' to continue

< Back **Next >**

8. If the above screen is correct to proceed you must click the NEXT button. You will then be taken to the on-line Application. You are required to work through all steps / screens completing all the required fields marked with an *. **Once you have entered all the required information in each Screen please click the NEXT button to navigate to the next step.**

9. There are a number of features available to assist with the Form completion:-

- **Help is available to explain what information you have to provide for some boxes.**

- **The symbol** * **beside any box indicates that the box <u>must be completed</u>; you will not be able to progress beyond a page if any of these boxes have not been completed.**

- **Some of your details used to create your account on NI Direct will automatically populate the relevant boxes on the e-applications, to save you having to re-key these.**

- **Drop-down buttons are available to allow for quick select, such as title, nationality, etc.**

A postcode look-up facility is available to assist with keying in current and previous address details (this only works for UK post codes).

- **You will be automatically logged out of your account after 15 minutes of inactivity.**

- **The e-application will automatically be saved each time you press the NEXT button. This means if you haven't completed your application, if you wish, you can pick it up where you left off when you log back in to your account.**

10. If you have made a mistake on any section of your application form this can be amended by clicking BACK to the appropriate page and amending / correcting the information you have provided

11. The confirmation page will provide you with your case reference number; please print this page and keep the number in a safe place as you will need this to hand when completing the Access NI ID Validation form. This reference number will also be displayed on your disclosure certificate, which will be posted to you once your online Access NI application is fully processed by all relevant bodies.

12. You will also receive an email to confirm that this part of the disclosure process has been completed and your application has been forwarded to the Business Services Organisation for approval.

13. Prior to the Business Services Organisation approving your online application you must provide the relevant ID documentation to your recruiter. Required ID is listed in the attachment <u>Access NI ID Validation Form</u>.

14. You can track the progress of your application either by logging into your account via www.nidirect.gov.uk/accessni or clicking the link in the confirmation email sent on completion of your section of the Access NI process.

15. If you require any further assistance with your online application please contact Access NI on 0300 200 7888.