

## BASIC APPLICATIONS (through a Responsible Body)



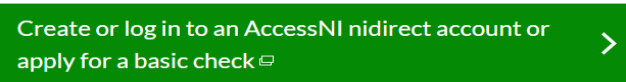
### Information for applicants completing a Basic application

Before you start completing the form, you should have the following information to hand:

- National Insurance Number (if you have one)
- Driving Licence (if you have one)
- Passport (if you have one)
- Addresses at which you have lived in the past 5 years (along with corresponding dates)
- Two identity documents

1. This application is easy to complete. If you have all the information required, it should take less than 5 minutes. Complete each box as it appears and follow the instructions on-screen.
2. To make a Basic Disclosure application through a Responsible Body you are required to go through the nidirect website, [AccessNI: criminal record checks](#). Select the option 'Apply for an AccessNI check' and then select the option '[Apply online for a basic check through a responsible body](#)'.

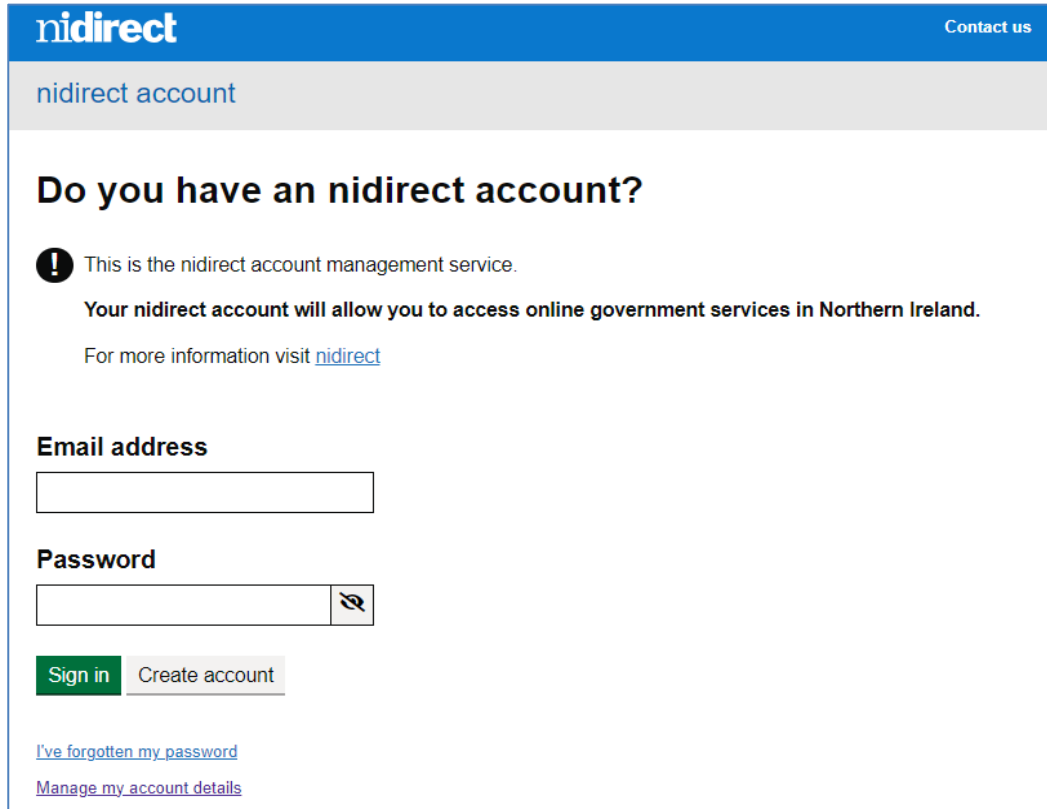
A screenshot of the nidirect website. The header shows the 'nidirect' and 'tédiréach' logos, a search bar, and navigation links for Home, News, Contacts, and Help. The main content area is titled 'AccessNI: Criminal record checks' and features a list of links under the heading 'Apply for an AccessNI check'. A red arrow points to the link 'Apply online for a basic check through a responsible body'. To the right, a sidebar titled 'Popular in apply for an accessni check' contains a link to 'Costs and turnaround times'. At the bottom, there is a 'Contact AccessNI' section with contact information.

3. Select the green button  and log-in or create a

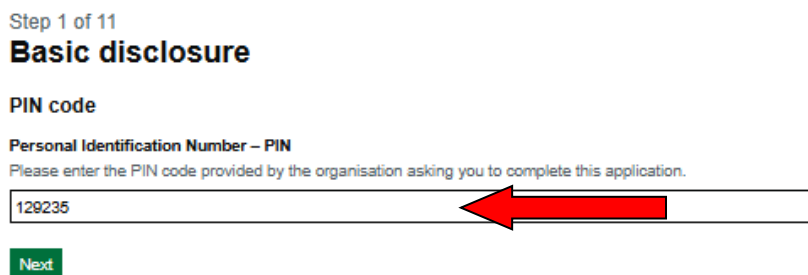
new nidirect account (NIDA). If you already have a NIDA account you don't need to create a new one. Select "Create Account" button and follow the instructions. Guidance for creating a NIDA LOA2 account for AccessNI applications is available to assist with this process – [Guide to creating a NIDA LOA2 account](#)

**Applications must be completed using your own nidirect account.**

4. The create account/log in page is as follows:-

The screenshot shows the 'nidirect account' management page. At the top is a blue header with the 'nidirect' logo and a 'Contact us' link. Below the header is a grey bar with the text 'nidirect account'. The main content area has a heading 'Do you have an nidirect account?'. Below this is an information section with an exclamation mark icon, stating: 'This is the nidirect account management service. Your nidirect account will allow you to access online government services in Northern Ireland. For more information visit [nidirect](#)'. There are two input fields: 'Email address' and 'Password'. The 'Password' field has a toggle icon for visibility. Below the fields are two buttons: 'Sign in' (green) and 'Create account' (grey). At the bottom are two links: '[I've forgotten my password](#)' and '[Manage my account details](#)'.

5. Once you have created your account you can log in to your account, by keying in your email address and password, then commence processing your application. The system will prompt you for a 6-digit PIN code. This number should already have been provided to you by the person who asked you to complete the application. If not, you should contact that person to obtain their AccessNI PIN.

The screenshot shows the 'Step 1 of 11 Basic disclosure' screen. It has a heading 'PIN code' and a sub-heading 'Personal Identification Number – PIN'. Below this is a prompt: 'Please enter the PIN code provided by the organisation asking you to complete this application.' There is a long input field containing the text '129235'. A large red arrow points to the right, indicating the next step. At the bottom left is a green 'Next' button.

6. Once the PIN has been entered, and you have clicked the **Next >** button, the system will display the name of the person who asked you to complete the form (Signatory), along with the name of their organisation or an Umbrella Body. If this does not match the details you hold, it may be that you have keyed in the wrong 6-digit number. In which case, click **< Back** and re-key the number.

## Basic disclosure

### Confirm body

The selected body is : Sample Responsible Body

Signatory: Sample Signatory

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

Back

Next

7. If you are content to proceed, click the **Next >** button. The system will take you to the on-line Application and prompt you to complete your details onto screen. There are a number of screens you will be required to work through, providing details as required. Once you have completed each screen you should click the **Next >** button to continue to the next screen.
8. 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 must be completed; 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 nidirect will automatically populate the relevant boxes on the application form, to save you having to re-key these.
  - Where the populated information on the AccessNI application form is incorrect, you will need update the details on your NIDA account to allow the correct information to be provided on your AccessNI application form.
  - 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 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.
9. At **Steps 6 and 7** you will be required to provide a full 5-year address history, along with the dates you lived at these addresses. Overlapping dates are acceptable, but there can be no gaps in these dates.
10. At Step 9 of the application you will be required to select the identity documents which you will upload for the application.

Step 9 of 12

## Basic disclosure

### Select identity documents for the application



You are now required to upload two identity documents from the following list so that information provided on your application can be verified. To help avoid delays, where possible you should upload your birth certificate issued at the time of your birth (or another suitable document that confirms your name(s) at birth and date of birth) and a second document that contains both your current name and a photographic image of yourself.

☐

**Original Birth certificate (issued within 12 months of birth)**

UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces

☐

**Certified copy of birth certificate (issued more than 12 months after time of birth)**

UK, Isle of Man, Channel Islands or Ireland

☐

**Long form Irish birth certificate (issued at time of registration of birth)**

Ireland

☐

**Adoption Certificate**

UK, Channel Islands or Ireland

☐

**Passport**

Any current and valid passport

To help avoid delays, where possible you should upload your birth certificate issued at the time of your birth (or another suitable document that confirms your name(s) at birth and date of birth) and a second document that contains both your current name and a photographic image of yourself.

- At Step 10 you will be required to upload the identity documents you selected at step 9 of the application. Select the green upload button, click OK, the green button should now read "uploaded".

Step 10 of 12

## Basic disclosure

### Upload identity documents for the application

**!** For each document, click choose file button to browse and select the document followed by upload button.

**NOTE:** Please do not use a dark background or zoom in when photographing your document. Documents must be in either .jpg, .png, word document, or PDF format.

#### Upload Documents

#### Original Birth certificate (issued within 12 months of birth)

Choose File

 Car parking 12.11.24.jpg

Uploaded



#### Passport

Choose File

 Car parking 12.11.24.jpg

Uploaded

Where an individual has difficulty providing the required range of identity documentation please seek Liverpool Responsible Body assistance.

Back

Next

12. At any stage on the application you can click **< Back** in order to amend / correct the information you have provided.
13. The final page on this part of the process is the Confirmation page.

nidirect
AccessNI home
My applications
Account
Log out
Sample Applicant

AccessNI

Step 12 of 12

## Basic disclosure

### Confirmation

Application complete

Your case reference number is: 2000098425

Thank you. You have been sent a confirmation email.

This stage of your application for a basic check is now complete. Your case has been forwarded to **Liverpool Responsible Body** for authorisation.

Once approved by the signatory, your application will be forwarded to AccessNI for further processing. From the date of receipt of the application, AccessNI aims to issue:

- 99 per cent of Basic Disclosure Certificates within 7 calendar days

You can track the progress of your application at the following link [track application](#)

Return to AccessNI

14. As indicated in the screen print above, your case reference number is provided on this screen. You should print this screen and keep the number safely in case you need to ask questions about your application. This number will also be displayed on your disclosure certificate, issued by AccessNI.

You will also have received an email to confirm that this part of the disclosure process has been completed and your case has been forwarded to the appropriate body for approval.

15. You can track the progress of your application either by clicking on the highlighted link on the page above or on the same link at the bottom of the e-mail that is sent at this stage in the process.
16. If you require any further assistance with completion of the Form you should either contact the person who asked you to complete the Form, or contact AccessNI on 0300 200 7888.

**GUIDANCE END**

---