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| **Basic Disclosure Application (Individual)****Information for applicants completing a Basic application** |  |

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| 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)
* A valid debit or credit card
* Acceptable forms of identification
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1. The 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 you are required to go through NI Direct website, [AccessNI: criminal records checks](http://www.nidirect.gov.uk/information-and-services/accessni-criminal-record-checks/apply-accessni-check). Select the option [Apply online for a basic check](https://www.nidirect.gov.uk/information-and-services/accessni-criminal-record-checks/apply-accessni-check).



1. 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 new NIDA account for Access NI applications is available to assist with this process - [Guidance for creating a NIDirect Account](https://www.justice-ni.gov.uk/publications/nidirect-account-nida-accessni-applications)

**Applications must be completed using your own NIDirect Account**.

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



1. 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 Basic application. Once you have completed each step you should select the “Next” button. This will save the application and if you need to leave, you can return by logging into your NIDA account and selecting “My applications” to continue the incomplete application.



1. There are a number of features available to assist with the Form completion: -
	* All fields must be completed, except those marked (optional)
	* Drop-down buttons are available to allow for quick select, such as title, nationality, etc.
	* A postcode look-up facility is available for current and previous address (UK post codes).
	* At any stage on the application, you can select “Back” to amend / correct the information you have provided.
2. At **Steps 4 and 5** 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.

1. **At Step 7** select your ID Documents to allow AccessNI to verify your details. AccessNI requires at least 3 forms of ID, one to show your current address and one to show your date of birth.



1. At **Step 8**, you will be required to upload your identity documents selected at Step 7 (you should already have saved copies of these ID documents to your device. Select “Choose file” and pick the relevant document from your device, then select the “Upload” button – once completed, the screen display change from “Upload” to “Uploaded” for each document.

**The AccessNI upload system is restricted to 6MB, please ensure the size of your attached ID documents meet this requirement.**



1. At **Step 9**, you must indicate that you have read and understood the information in the applicant’s declaration.



1. At **Step 13** you will be required to enter your debit / credit card details to process the payment. The fee for a Basic disclosure is £16. This payment will show on your card statement as **AccessNI**, and you should retain the payment reference should you wish to query.
2. Once you have completed the payment, your application is forwarded to AccessNI.



1. You will receive a confirmation email



1. If AccessNI rejects an identity document, you will receive an email notification. **You will be required to resubmit an alternative document** or upload the document again if it displays in an unreadable format. A reminder email will be issued 7 days after you first sent the application to AccessNI. After a further 7 days the application will be rejected, you will receive an email notification and a full refund will be made if an alternative document is not submitted.

If you require any further assistance with completion of the application, please email AccessNI at ani@accessni.gov.uk or call us on 0300 200 7888.

**GUIDANCE END**