



Information for applicants completing an Enhanced 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 live in the past 5 years (along with corresponding dates)
- Two identity documents

1. This application form 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 an Enhanced Disclosure application 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 to 'Apply online for an enhanced check through a registered body'.

AccessNI: Criminal record checks



Apply for an AccessNI check

- [Apply online for a basic check](#)
- [Apply online for a basic check through a responsible body](#)
- [Apply online for a standard check through a registered body](#)
- [Apply online for an enhanced check through a registered body](#)
- [Costs and turnaround times](#)
- [Log into AccessNI](#)



Popular in apply for an accessni check

- [Costs and turnaround times](#)

Contact AccessNI

Contact the AccessNI customer helpline to get advice or help with an application by phone on 0300 200 7888.

Create or log in to an AccessNI nidirect account or apply for an enhanced check



3. Select the green button and log-in or create a new nidirect account [NIDA]. If you don't already have a NIDA you will need to create one. Select "Create Account" button and follow the instructions. Guidance for creating a NIDA LOA2 account for AccessNI applications is available to assist with the 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, the page title is 'nidirect account'. The main heading is 'Do you have an nidirect account?'. A warning icon and text state: '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'. Below the password field is a 'Show/Hide' icon. At the bottom of the form are two buttons: 'Sign in' (green) and 'Create account' (grey). Below the buttons 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, and 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 'Step 1 of 11' titled 'Enhanced disclosure'. The section is 'PIN code' with the sub-header 'Personal Identification Number – PIN'. The instruction says: 'Please enter the PIN code provided by the organisation asking you to complete this application.' Below this is a text input field containing '714076'. A red arrow points to the input field. Below the input field is a green button labeled 'Next'.

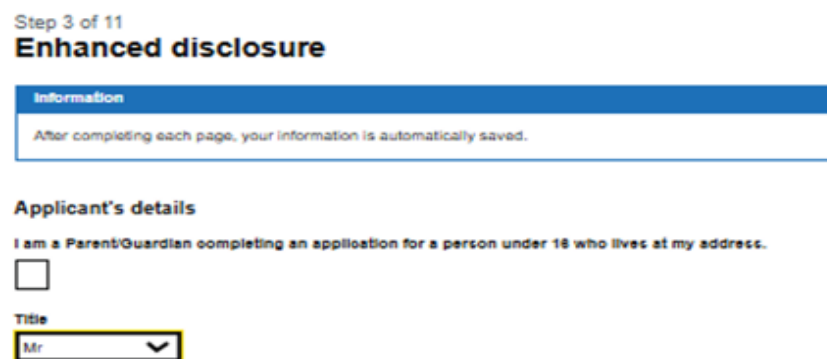
6. Once the PIN has been entered, and you have clicked the **Next >** button, the system will display the name of the person who asked you to complete the form (Signatory), along with the name of their organisation or an Umbrella Body. If this does not match the details you hold, it may be that you have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

The screenshot shows 'Step 2 of 11' titled 'Enhanced disclosure'. The section is 'Confirm body'. The text says: 'The selected body is: Sample Registered Body'. A red arrow points to this text. Below it, the text says: 'Signatory: Sample Signatory'. A red arrow points to this text. Below the signatory text is the instruction: 'Click 'Back' to change the body or 'Next' to continue'. At the bottom are two buttons: 'Back' (grey) and 'Next' (green).

7. If you are content to proceed, click the **Next >** button. The system will take you to the 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. If you are completing the AccessNI application, as a parent or guardian, for a child under the age of 16, you should select the box at this section of the AccessNI application form.

The child MUST live at the same address as you.



By selecting this box the sections of the application form which populate your information will be blank to permit you to insert the child's details.

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 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 AccessNI application, to save you having to re-key these.
- Where the populated information on the AccessNI application is incorrect, you will need to 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 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. At Steps **6 and 7** you will be required to provide a full 5-year address history, along with dates you lived at these addresses. Overlapping dates are acceptable, but there can be no gaps in these dates.

11. 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

Enhanced 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.

12. 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

Enhanced 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

Passport

Choose File Car parking 12.11.24.jpg

Uploaded



Original Birth certificate (issued within 12 months of birth)

Choose File Car parking 12.11.24.jpg

Uploaded

Where an individual has difficulty providing the required range of identity documentation please seek Glenn's Guys assistance.

Back

Next

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

nidirect AccessNI home My applications Account Log out Sample Applicant

AccessNI

Step 12 of 12
Enhanced disclosure
Confirmation

Application complete
Your case reference number is: **2000098427**

Thank you. You have been sent a confirmation email.

This stage of your application for an enhanced check is now complete Your case has been forwarded to **Glenn's Guys** 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:

- 70 per cent of Enhanced Disclosure Certificates within 10 calendar days
- 95 per cent of Enhanced Disclosure Certificates within 21 calendar days
- 98 per cent of Enhanced Disclosure Certificates within 28 calendar days

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

[Return to AccessNI](#)

15. 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, which will be issued to you once AccessNI has completed its work. 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.
16. 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.
17. If you require any further assistance with completion of the e-application you should either contact the person who asked you to complete the Form, or contact AccessNI on 0300 200 7888.

GUIDANCE END
