

Basic Disclosure Application (Individual)



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)
- A valid debit or credit card
- Acceptable forms of identification

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](#). Select the option [Apply online for a basic check](#).

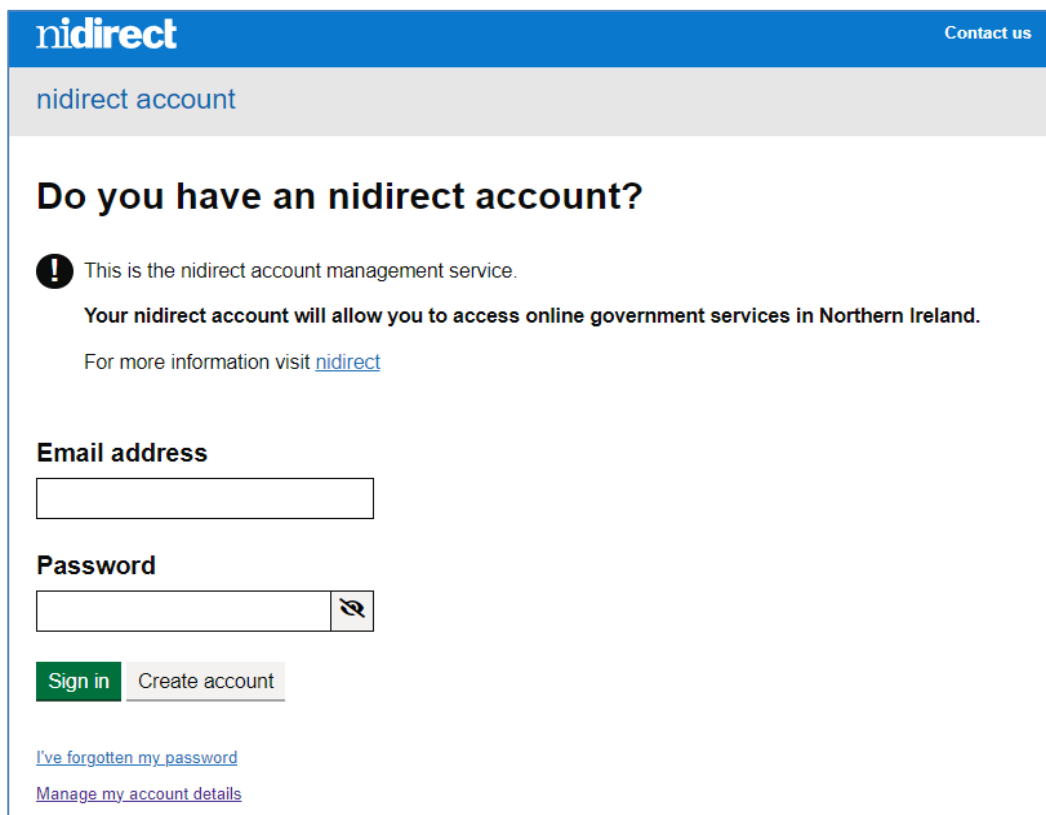
A screenshot of the AccessNI website. The header includes the 'nidirect' and 'tédiréach' logos, a search bar, and navigation links for Home, News, Contacts, and Help. The main content area is titled 'AccessNI: Criminal record checks' and features a list of application options. A red arrow points to the first option, 'Apply online for a basic check'. To the right, a sidebar titled 'Popular in apply for an accessni check' lists 'Costs and turnaround times'. At the bottom, there is a 'Contact AccessNI' section with contact information for the customer helpline.

3. Select the green button [Create or log in to an AccessNI nidirect account or apply for a basic check](#) 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](#)

Applications must be completed using your own NIDirect Account.

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



nidirect [Contact us](#)

nidirect account

Do you have an nidirect account?

! 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](#)

Email address

Password

[Sign in](#) [Create account](#)

[I've forgotten my password](#)
[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 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.

Date submitted	Application type	Status	Case reference number	Organisation name
	Basic	Application incomplete	2002185435	Continue application

6. 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.
7. 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.

8. 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.

nidirect[AccessNI home](#)[My applications](#)[Account](#)[Log out](#)[Any Person](#)

AccessNI

Step 7 of 12

Basic (No RB) 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.

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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

9. 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.**

Step 8 of 12

Basic (No RB) 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

Car parking 12.11.24.jpg

Original Birth certificate (issued within 12 months of birth)

Car parking 12.11.24.jpg

Where an individual has difficulty providing the required range of identity documentation please seek AccessNI assistance at accessni-compliance@accessni.gov.uk

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

Applicant's declaration

By ticking the box below, I confirm that:

- the information I have provided in support of this application is complete and true. I will supply AccessNI with any additional information required to verify the information provided in this application. I understand that knowingly to make a false statement in this application is a criminal offence.
- AccessNI may use the information I have supplied on this form to verify my identity.
- AccessNI may use the information I have supplied on this form for the purposes of the prevention or detection of crime in accordance with Schedule 2, paragraph 2(1) of the Data Protection Act 2018.
- AccessNI may pass the information I have supplied on this form, and any other information I have supplied in support of this application to other Government organisations and law enforcement agencies in accordance with Schedule 2, paragraph 2(1) of the Data Protection Act 2018.

I confirm that I have read and understood the information above

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11. 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.

12. Once you have completed the payment, your application is forwarded to AccessNI.

nidirect

[AccessNI home](#) [My applications](#) [Account](#) [Log out](#) [Any Person](#)

AccessNI

Step 12 of 12

Basic (No RB) disclosure

Confirmation

Application complete

Your case reference number is: **2000098453**

Thank you. This stage of your application for a Basic check is now complete.

AccessNI aims to issue:

- 95 per cent of Basic Disclosure Certificates within 14 calendar days

You should note that AccessNI will not begin to process this case until all the necessary identity documentation has been received, and is verified.

Applicant name:	Person, Any Other
Application type:	Basic check
Date:	26/08/2025
Address Line 1:	55 Any Street
Town:	Belfast

13. You will receive a confirmation email

This stage of your application for a Basic disclosure certificate is now complete. You can track the progress of your application by logging onto your NIDirect account.

The disclosure fee will appear on your statement as 'AccessNI check'

Case reference number: **2000026896**

Applicant name: **Applicant, Demo**

Application type: **Basic check**

Date: **12/06/2024 11:47:39**

Address Line 1: **45 Demo Street**

Town: **Demotown**

Preferred contact number: **326598**

From the date of receipt of the application, AccessNI aims to issue 95% within 14 calendar days

14. 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
