**Sample Letter**

**[Insert your organisational details and add logo]**

**Date**

**[Insert applicants name and address]**

**ACCESSNI CERTIFICATE No**

Thank you for completing your AccessNI application.

[**Insert your organisation name**] does not receive a copy of your disclosure certificate. In order to complete our vetting process and verify your disclosure, I would be grateful if you could log into your nidirect account and share your disclosure certificate with me at the following email address:-

**[Insert your email address]**

Digital certificates will be available for us to view on ONE occasion for a period of 5 days and after this period, access to view the certificate will be denied. Your certificate will be treated as strictly confidential and in line with our policy on the secure handling, use, storage and retention of disclosure information. Only those involved in the decision-making process will be able to view the certificate.

You will be informed once a decision has been reached.

If you have any questions or concerns please contact me at the number above.

Yours sincerely

**If you need to retain a copy of the Applicant’s digital certificate, you should obtain the Applicants consent below.**

**CONSENT DECLARATION**

I confirm my consent for [insert name of Organisation] to hold a copy of my digital disclosure certificate until a recruitment decision is made. This is on the understanding that the copy of my digital disclosure certificate is destroyed after that decision is made.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this consent slip to the email address provided above.**