

CERTIFICATE DISPUTE FORM



www.nidirect.gov.uk/accessni

This form should be used to dispute criminal record information or police information recorded on your AccessNI certificate.

The applicant must apply within 90 days of the issue of a certificate, otherwise their dispute/appeal will not be considered.

Please complete this form in **CAPITALS** and **black ink**.

Details of applicant and certificate

Full name			
Date of birth		Postcode	
Certificate number			
Contact telephone number			

If you are **not** the person named on the certificate you must complete the section below and provide full details of what your interest is in the certificate. For example countersignatory, employer, licensing authority. If other, please specify. The applicant **MUST** sign the section below to verify that they are giving permission for you to act on their behalf. The form will be invalid if the signature is not provided.

Full name	
Organisation name	
Contact details	
Please specify interest	
Applicant's signature	

Type of certificate? (please insert X in relevant box below)

Basic	<input type="checkbox"/>	Go to Section A
Standard	<input type="checkbox"/>	Go to Section B
Enhanced	<input type="checkbox"/>	Go to Section C

Section A: Basic checks

Please complete this section by inserting **X** in the relevant box to show the criminal record information you are disputing.

A1 The conviction information recorded is spent	<input type="checkbox"/>
A2 The conviction information on the certificate is incorrect	<input type="checkbox"/>

Go to Section D

Section B: Standard checks

Please complete this section by inserting **X** in the box to confirm the criminal record information you are disputing.

B1 The conviction information on the certificate is incorrect	<input type="checkbox"/>
B2 The non-court disposal information on the certificate is incorrect	<input type="checkbox"/>
B3 The disclosure of conviction/non-court disposal information on the certificate is disproportionate	<input type="checkbox"/>

Please note that where you mark B3 your appeal will automatically be referred to the Independent Reviewer (IR) provided any convictions are spent under the Rehabilitation of Offenders (Northern Ireland) Order 1978. The IR will review your case and may decide that:

- **your convictions and/or non-court disposal information should remain as currently displayed on your certificate; or**
- **only some of this information should be disclosed on your certificate; or**
- **none of this information should be disclosed on your certificate.**

If some or all information is no longer to be disclosed on your certificate a new certificate will be issued.

Go to Section D

Section C: Enhanced checks

Please complete this section by inserting **X** in the relevant box to show the criminal record information you are disputing.

C1 The conviction or non-court disposal information is incorrect	<input type="checkbox"/>
C2 The Police information is incorrect	<input type="checkbox"/>
C3 The Police information is not relevant to the job I'm applying for	<input type="checkbox"/>
C4 The Police information on the certificate should not have been disclosed	<input type="checkbox"/>
C5 The disclosure of conviction/non-court disposal information on the certificate is disproportionate	<input type="checkbox"/>

If you marked boxes C3 or C4 and your dispute is unsuccessful please insert an X in the box if you want your case referred to the Independent Monitor (IM), who will review your case and decide whether the police information should:

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- **remain as currently on your certificate**
- **be amended**
- **be removed from your certificate**

Please note that where you mark C5 your appeal will automatically be referred to the Independent Reviewer (IR) provided any convictions are spent under the Rehabilitation of Offenders (Northern Ireland) Order 1978. The IR will review your case and decide whether:

- **your convictions and/or non-court disposal information should remain as currently displayed on your certificate; or**
- **only some of this information should be disclosed on your certificate; or**
- **none of this information should be disclosed on your certificate.**

If some or all information is no longer to be disclosed on your certificate a new certificate will be issued.

Go to Section D

Section D: Reasons for the dispute

Please set out below the reason you are disputing the information on your certificate. Where you believe the disclosure of the information to be disproportionate, please provide details of the conviction(s) and/or non-court disposals and the reasons why you consider these should not have been disclosed on your certificate. (If necessary use a continuation sheet to complete this).

I understand that I may need to provide fingerprints in order to confirm my identity and for the purposes of matching convictions or other information held on Police records.

Please insert an X in the box to confirm you understand

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Signature:

Date:

If you are under 18 years of age your parent or legal guardian must also sign the form below.

Full Name

Parent/Guardian:

Signature

Parent/Guardian:

Date:

If you have any queries about completing this form please contact the AccessNI customer helpline on 0300 200 7888.

Please submit completed form to: ani@accessni.gov.uk or AccessNI, Block 4, Knockview Buildings, Stormont Estate, Stoney Road, Belfast BT4 3SG.

AccessNI use only:

Date dispute received in AccessNI :	
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