PIN NOTIFICATION FORM FOR REGISTERED BODIES
(Standard disclosure checks)

Applicant instructions

1. Go to https://www.nidirect.gov.uk/services/apply-online-standard-check-through-registered-body
2. Select the green button to create a nidirect account and apply for a standard check. If you already have a nidirect account you should use this. You may be prompted to uplift this account to a higher level – instructions will appear on screen. Guidance document to create a nidirect account
3. You will need to retain your login credentials for future use.
4. A digital identity validation will be conducted when you create or uplift the nidirect account. Your current name, DoB and current address will be verified by nidirect. You will be asked to upload the required identity documentation and provide a selfie. Instructions will appear on screen.
   If there are problems creating this account contact nidirect **on 0300 200 7868** or email nida@nidirect.gov.uk.
5. Once you have successfully created/logged in, you will be taken to the on-line AccessNI application.
6. If your nidirect account is not activated automatically and goes to the manual verification queue you will need to select the link at number 1 again, when your nidirect account has been activated to log in and complete the AccessNI application.
7. Enter the PIN number below at Step 1 of the form completion.

8. Complete the remainder of the application.
9. Upload the required identity documents to the AccessNI application form. You are required to upload **two** identity documents, chosen from the AccessNI list of acceptable identity documents to the AccessNI application form to allow the Signatory to verify that middle names and previous surnames have been provided. To help avoid delays, where possible the following documents should be uploaded with the application form:-
   - Applicant's birth certificate issued at time of birth or another suitable document that confirms the name(s) at birth and date of birth;
   - A document that contains both the applicant's current name and photograph.
10. Continue to complete the remaining fields on the application.
11. At STEP 12 you must confirm and date the declaration.
12. When you click on **confirm and proceed** the application will be automatically forwarded to the Signatory for approval.

Registered/Umbrella Body Instructions to Applicant

(INSERT FREETEXT) Example below.

Please provide name of your organisation_____.

This information can be helpful to Umbrella Bodies when processing disclosure applications for several client organisations.