



Information for applicants completing an 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)

1. This e-application form is easy to complete. If you have all the information required it should take less than 5 minutes. Just complete each box as it appears, and follow the instructions on-screen.
2. You have selected to complete this e-application because you want to register your organisation as an approved AccessNI Registered Body for the purposes of submitting Standard / Enhanced checks to AccessNI. To make a Registration application, you must first go to AccessNI Applications page on the NI Direct website, www.nidirect.gov.uk/accessni. Select the option Apply to become a registered body. You will be taken to following web page.

A screenshot of the 'Apply to become a Registered Body' page on the AccessNI website. The page has a light blue header with a breadcrumb trail: 'You are here: Crime, justice and the law > AccessNI: Criminal record checks > AccessNI applications >'. The main heading is 'Apply to become a Registered Body'. Below it, a paragraph states: 'Only registered bodies are authorised to send standard and enhanced checks to AccessNI. The application to become a registered body must be completed by an appropriate person in the organisation that wishes to become a registered body.' A section titled 'Before you start' explains that a senior staff member must provide specific information, including: the name of the proposed lead signatory, the type of business and details about what the organisation does, jobs and positions the organisation intends to require checks for, and confirmation that the organisation will require at least 20 applications every year. It also states that the senior staff member will be the organisation's lead signatory and AccessNI's immediate contact. A green button with the text 'Apply to become a registered body >' is prominently displayed, with a red arrow pointing to it from the right. Below the button, it says: 'If AccessNI approves the application, the organisation must pay the £150 registration fee to AccessNI.' A section titled 'Guidance for making an application' is at the bottom. On the right side, there is a dark blue sidebar with a list of links: 'About AccessNI', 'AccessNI applications' (which is expanded to show sub-links: 'Apply for an enhanced check through a Registered Body', 'Apply for a basic check as an individual', 'Apply for a basic check through a Responsible Body', 'Apply for a standard check through a Registered Body', and 'Apply to become a Registered Body'), 'AccessNI turnaround times', 'AccessNI individuals', 'AccessNI employers', 'AccessNI application forms', 'AccessNI checks', 'AccessNI filtering', 'AccessNI advice, complaints and disputes', 'Find an Umbrella body', and 'AccessNI fair treatment'.

3. Click on **Apply to become a registered body >**. If you have previously submitted an AccessNI application and already have an account, you can directly log in to this. If not, you will have to create an account. Separate guidance is available on creating an account.
4. The create account/log in page is as follows:-

AccessNI home | Register | Log in

nidirect
government services

AccessNI

Log in to AccessNI

* Indicates a required field

Log in

* Email

* Password

[I've forgotten my password](#)

[Request activation email](#)

Create an account

Internet | Protected Mode

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 first page of the e-application will look like the following:-

nidirect
government services

AccessNI

1 2 3 4 5 6 7 8 9 10

Registered body application - Step 1 of 10

After completing each page, your information is automatically saved.

* Indicates a required field

Registered body details

* Organisation name

* Umbrella body
An Umbrella Body is an organisation that will be submitting applications to AccessNI on behalf of other employers / organisations.

☐ Yes ☐ No

Search for postcode

6. There are 10 screens in total that you will be required to work through. You will firstly be required to provide details about your organisation, including the purpose of the organisation and confirmation that the organisation has legislative entitlement to obtain standard / enhanced checks. AccessNI may contact you to seek clarification or confirmation of these details.
7. A fee of £150 is payable for this application. AccessNI will issue an invoice for this fee once the registration process has been completed; payments terms are 30 days. Step 2 of the e-application (below) allows you to provide details of a purchase order; if you do so, this will be included on the invoice:-

Registered body application - Step 2 of 10

* Indicates a required field

Registration fee

The fee for registration is £150.00. On completion of successful registration, an invoice will be issued.

Purchase order number
A purchase order number will be printed on your invoice should you supply one. This should be no more than 13 digits.

[< Back](#) [Next >](#)

8. By progressing this application, you will become the Lead Signatory for the organisation; you can change this at a later date if you wish. From step 3 of the e-application you will be required to provide personal details (name, date of birth, national insurance number, etc).

Registered body application - Step 3 of 10

After completing each page, your information is automatically saved.

* Indicates a required field

Lead Signatory details

* Title

* Surname / Last name
Enter your current surname or last name.

* Forename(s) / First name(s)

9. 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. Once you have completed each screen you should click the [Next >](#) button to continue to the next screen.
10. 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 NI Direct will automatically populate the relevant boxes on the e-applications, to save you having to re-key these.
 - 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.
11. At any stage on the application you can click **< Back** in order to amend / correct the information you have provided.
 12. Step 9 is the declaration page where you will be required to confirm your understanding of the declaration.

Registered body application - Step 9 of 10

★ Indicates a required field

Applicant's declaration

Warning: AccessNI may refuse to grant your request to register or become a Lead or Countersignatory if any incorrect information is provided.

AccessNI must be satisfied that applications for registration are genuine and will check all the information provided.

By ticking the box below, I confirm that:

- the information I have supplied on this form, and additional information I have supplied in support of this registration, may be passed to other government organisations and law enforcement agencies.
- the information I have given in connection with this application is full and correct, to the best of my knowledge and belief.
- This organisation will process 20 or more applications per annum.
- the organisation complies with AccessNI's Code of Practice and will address issues raised by AccessNI to ensure adherence to its policies.
- I will supply any additional information that may be required by AccessNI to verify the particulars given and will inform AccessNI immediately of any changes to these particulars.

★ Can ask exempted questions
Confirmation that the organisation is entitled to ask the exempted questions under the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979.

☐ Yes ☐ No

★ Countersign exempted question
Confirmation that the organisation is likely to countersign Disclosure Applications under Section 113A and/or 113B of Part V of the Police Act 1997 at the request of bodies or individuals asking the exempted questions (Umbrella Bodies only).

☐ Yes ☐ No

★ I confirm that I have read and understood the information above

☐

★ Date of declaration

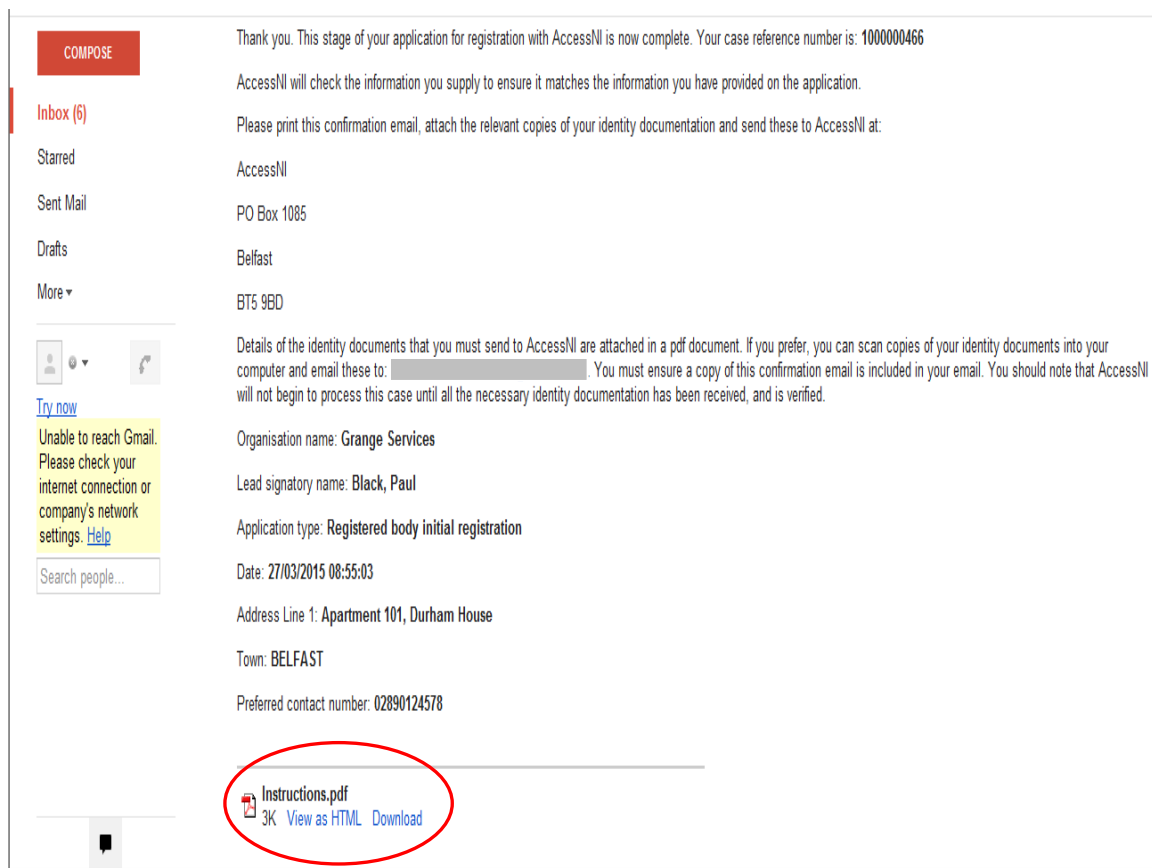
< Back **Confirm and proceed >**

13. Upon clicking on **Confirm and proceed >** the applications will be automatically forwarded to a work queue for AccessNI to pick up and progress the processing. Step 10 of the e-application is the Confirmation page. You are required to print off this page and forward it, along with copies of the relevant Identity Documentation to :-

AccessNI
PO Box 1085
Belfast
BT5 9BD

14. Alternatively, you can send scanned copies of your Identity documentation, along with confirmation page to:
accessni-iddocuments@accessni.gov.uk
15. It is vital that you provide the confirmation page with your ID documents so that AccessNI can match these against your e-application.

16. At the time your application is submitted to AccessNI an email is sent to you (example below), confirming that your application has been forwarded to AccessNI, and providing instructions regarding supply of Identity documentation.



17. 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.
18. Once you e-application is received, AccessNI will undertake a series of checks (including criminal record checks). Once these are complete, and AccessNI is satisfied that everything is in order, AccessNI will issue an email to the new Lead Signatory providing the following details:
- The organisations Registered Body number
 - The Lead Signatory's reference number
 - The Lead Signatories on-line Personal identification Number
 - Instruction on how to log in to your account and associate reference numbers to your account.
19. Details of acceptable Identity documentation are as follows:-

Your reference number is:

Valid identity documents

Three documents should be produced in the name of the applicant; **one from Group 1 and two from Group 1 or 2a or 2b**. At least one document must show the applicant's current address. If this is not possible, then **four documents from Group 2a and 2b** should be produced, one of which being a birth certificate issued after the time of birth. One document must show the applicant's current address.

GROUP 1

- | | |
|---|---|
| <input type="checkbox"/> Current passport (any nationality) | <input type="checkbox"/> Original birth certificate (UK, Isle of Man or Channel Islands) Issue at time of birth |
| <input type="checkbox"/> Biometric Residence Permit (UK) | <input type="checkbox"/> Original long form Irish birth certificate – Issued at time of registration of birth (ROI) |
| <input type="checkbox"/> Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EEA country) | <input type="checkbox"/> Adoption certificate (UK, Isle of Man or Channel Islands) |

GROUP 2a

- | | |
|---|---|
| <input type="checkbox"/> Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth | <input type="checkbox"/> Electoral ID card (NI only) |
| <input type="checkbox"/> Marriage/Civil Partnership Certificate (UK, ROI, Isle of Man or Channel Islands) | <input type="checkbox"/> Current driving licence photocard (full or provisional) All countries outside the EEA |
| <input type="checkbox"/> HM Forces ID card (UK) | <input type="checkbox"/> Current driving licence (full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA) |
| <input type="checkbox"/> Firearms licence (UK, Channel Islands and Isle of Man) | <input type="checkbox"/> Immigration document, visa or work permit (issued by a country outside the EEA – valid only if the applicant is working in the country that issued the document) |

GROUP 2b

- | | |
|--|---|
| <input type="checkbox"/> Mortgage Statement (UK, EEA) | <input type="checkbox"/> Land and Property Services rates demand (NI only) |
| <input type="checkbox"/> Financial statement, for example ISA, pension or endowment (UK) | <input type="checkbox"/> Council tax statement (Great Britain, Channel Islands) |
| <input type="checkbox"/> P45 or P60 statement (UK, Channel Islands) | |

Above documents must be issued within the last 12 months

- | | |
|--|--|
| <input type="checkbox"/> Credit card statement (UK, EEA) | <input type="checkbox"/> Bank or building society account opening confirmation letter (UK, EEA) |
| <input type="checkbox"/> Bank or Building society statement (UK, EEA) | <input type="checkbox"/> Utility bill (not mobile phone) (UK, EEA) |
| <input type="checkbox"/> Bank or Building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works) | <input type="checkbox"/> Benefit statement, for example Child Benefit, Pension etc (UK, Channel Islands) |
| <input type="checkbox"/> Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC (UK, Channel Islands) | |

Above documents must be issued within the last 3 months

- | | |
|---|--|
| <input type="checkbox"/> EU National ID card | <input type="checkbox"/> Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands) |
| <input type="checkbox"/> 60+ or Senior (65+) SmartPass issued by Translink (NI) | <input type="checkbox"/> Letter from head teacher or further education college principal (UK for 16 -19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided) |
| <input type="checkbox"/> yLink card issued by Translink (NI) | <input type="checkbox"/> Letter of sponsorship from future employment provider or voluntary organization (Non UK or non-EEA only for applicants residing outside UK at time of application) |

Above documents must be valid at the time of checking

THIS FORM SHOULD BE RETAINED WITHIN YOUR ORGANISATION

20. 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