



# ACCESSNI E-APPLICATION GUIDANCE

**Section A:** Create and Link your NIDA Account

**Section B:** Completing your online application

**Section C:** Case Tracking - Applicant

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## Background

The Justice Bill 2014 amends the current legislation on criminal record disclosure by AccessNI and introduces major changes to the process for obtaining AccessNI checks.

One of the key changes that will begin ahead of the Justice Bill implementation is the introduction of on-line AccessNI applications;

Applicants will be able to apply on-line and signatories can countersign applications on-line, using the Government's NIDirect web-site from 1 April 2015;

Applicants will also be able to track the progress of their cases on-line

## Guidance

The following guidance has been designed to help you through the process of completing your online AccessNI application.

This is a step by step guide using screen examples to take you through the 12 step process. Whilst the paper application has been replaced with the online format, applicants are still required to submit photocopies of identification to their County/Club Nominated Officer.

### Important Information

#### **PIN Number**

At step 1 of the application you will be prompted to enter a 6 digit PIN number. This PIN number is on the cover form attached along with a set of instructions.

#### **10 Digit Case Reference Number**

When you complete and submit your application you will be given a 10 digit case reference number. You must note the 10 digit AccessNI case reference number in the boxes on your cover form. This will be the reference number given to you when you submit your application. You will also need this if you wish to track the status of your application.

#### **Cover Form and Identity Documentation**

When you have completed your online application, record your 10 digit case reference number on your cover form and attach photocopies of your identity documents to this form. Please return your cover form with attached identity documents to the Club Nominated Officer or the person who asked you to complete the AccessNI application.

**Failure to submit your cover form and identity documents will result in a delay in your application form being processed as these are required by Ulster Council GAA to sign off your online application.**

## SECTION A: CREATE AND LINK YOUR NIDA ACCOUNT

Go to [www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body](http://www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body)

1. Click on the green box 'Create or log in to an nidirect account or apply for an enhanced check'

**i** Before proceeding with an application please ensure that you have read and understand the details above. If you have already created an AccessNI account before 17 July 2018 you must now create an nidirect account using the button below.



If you created an AccessNI account before 17 July 2018, you can no longer use this to apply for a check. You must create an NIDirect Account (NIDA) and log in to apply. You can then link your AccessNI account to your NIDA, by logging in to your NIDA and follow the instructions for linking

**For existing AccessNI account users**, when you first attempt to log on to your AccessNI account on the NIDirect website the following error message will be displayed. This error message is displayed because your AccessNI account has been frozen and you will need to create a new NIDA account, and link this new account to your previous AccessNI account. **(Please see Step 2)**

## 2. CREATING A NIDA ACCOUNT (NEW & EXISTING USERS)

- a. To create the NIDA account, simply click on the Create account button on the log on page and enter your details on the Capture contact details page, per below: -

The screenshot shows the 'Capture contact details' page in the AccessNI system. The page title is 'Capture contact details' and it includes the 'nidirect government services' logo. A message states: 'You have successfully logged in to the AccessNI application. By completing the details below you consent to AccessNI storing the details about you. AccessNI will use this information to assist you in completing your applications.' The form is titled 'About you' and contains the following fields: Title (dropdown menu with 'Mr' selected), First name (text box with 'Mark'), Last name (text box), Home phone (text box), Mobile phone (text box), Middle name(s) (text box), Last name (text box), Date of birth (dropdown menus for Day, Month, and Year), Your email address (text box with a note: 'Your email address will be used when signing in'), Re-type your email address (text box), Create a password (text box with a note: 'Your password must be at least 8 characters, contain an uppercase letter, a lowercase letter and one number'), and Re-type your password (text box). A 'Next >' button is at the bottom. Red arrows point to the 'Your email address', 'Re-type your email address', 'Create a password', and 'Re-type your password' fields.

Care should be taken when entering the email address and password.

**For existing AccessNI account users, for convenience, AccessNI would suggest that you use the same email address and password that you used for your previous log on details.**

- b. Once content with the detail you have input, click on Next >. You will be presented with the following page: -

The screenshot shows the 'Link to a pre-existing account' page in the AccessNI system. The page title is 'Link to a pre-existing account' and it includes the 'nidirect government services' logo. A message states: 'You have successfully logged into the AccessNI system and can now make an application. Before you do so have you made an application to AccessNI before?'. There are three buttons: 'I'm not sure', 'No', and 'Yes'. A red arrow points to the 'Yes' button.

- c. You must click on the Yes if you are an existing user and No if you have not applied before. If you click on Yes (Option to link to your old AccessNI account.)

### 3. ACTIVATING YOUR ACCOUNT

- a. You will receive a confirmation email to the email address you provided during registration with the link to activate your account, similar to the example below.

Click on the link to activate your account.

You have received this email because you have registered for an nidirect account. Click the link below to complete your registration.

This activation email will only be valid for 24 hours. If you do not activate your account within 24 hours you will need to re-register.

Click here to activate your account:

 <https://identity.nidirect.gov.uk/EmailValidation/Activate/f3fc8577-a94d-4579-985f-d9321ae4d11b>

After your account is activated you can still make changes to your details by clicking:

<https://identity.nidirect.gov.uk/Account/>

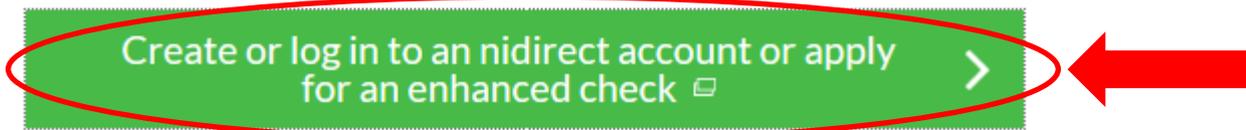
If this email is unexpected, and you haven't registered for an account with nidirect, please ignore it.

- b. If you have followed the above steps correctly, you should now be able to return to the log on page and successfully log in to your NIDA account using your email address and password.
- c. If you have any problems creating your NIDA account or linking your AccessNI account to your new NIDA account, please contact AccessNI on 0300 200 7888.

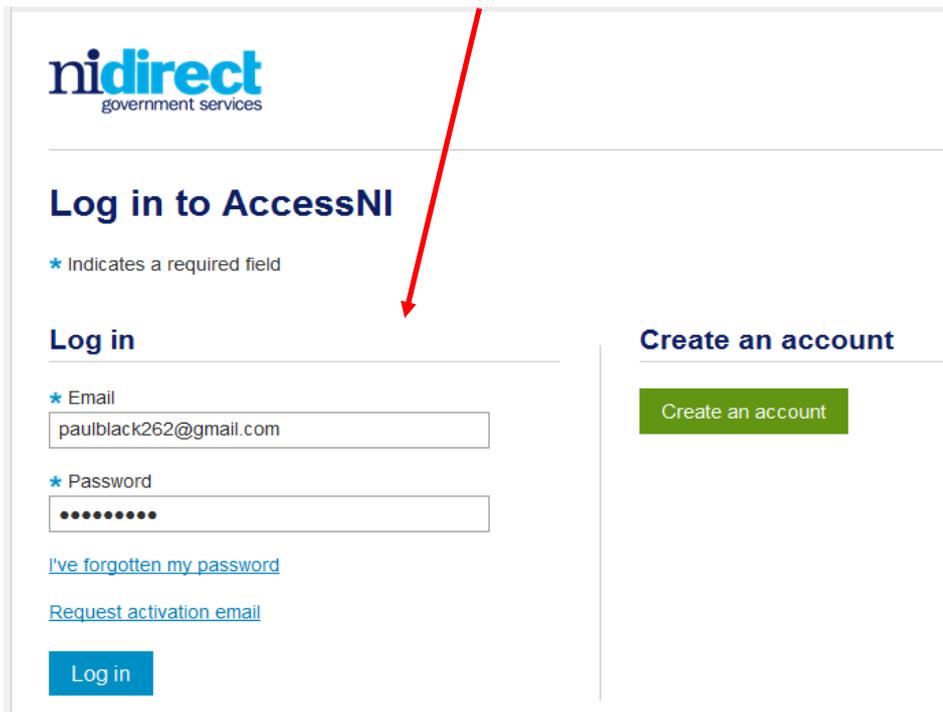
## **SECTION B: COMPLETING YOUR ONLINE APPLICATION**

1. Click on the green box 'Create or log in to an nidirect account or apply for an enhanced check'

**i** Before proceeding with an application please ensure that you have read and understand the details above. If you have already created an AccessNI account before 17 July 2018 you must now create an nidirect account using the button below.



2. Log in by entering your email address and password





3. Enter the 6-digit PIN number, example below (You will find Ulster GAA's PIN number on the Cover Form)



### Enhanced disclosure - Step 1 of 12

\* Indicates a required field

#### PIN code

\* Personal Identification Number – PIN

Please enter the PIN code provided by the organisation asking you to complete this application.

Next >

4. The selected body should read ULSTER COUNCIL GAA, click next>



### Enhanced disclosure - Step 2 of 12

#### Confirm body

The selected body is: Ulster Council GAA

Signatory: .....

Click 'Back' to change the body or 'Next' to continue

< Back    Next >

**If selected body does not read Ulster Council GAA, please go back and re-enter the PIN number. If this does not work, please contact the Ulster GAA Safeguarding Manager.**

5. Proceed with application. Your screen will look similar to example below:

\*Indicates a required field

## Enhanced disclosure - Step 3 of 12

After completing each page, your information is automatically saved.

\* Indicates a required field

### Applicant's details

\* Title

Mr

\* Surname / Last name

Enter your current surname or last name. This will be the name that appears on your Disclosure Certificate.

Black

Please include ALL forenames, including middle names

\* Forename(s) / First name(s)

Please write your full forename(s) / first name(s), not just initials. Include all your forename(s) / first name(s) if you have more than one. This will be the name(s) that appears on your Disclosure Certificate.

Paul David

Name usually known by

Enter the name by which you are most commonly known.

\* Date of birth

Enter the day, month and year you were born in the format DD/MM/YYYY - for example 04/03/1960.

12/13/1970

If a required field is not completed, an error message will appear and you will not be permitted to progress to the next step until the required information is entered.



## Error - Enhanced disclosure - Step 3 of 12

**Unable to proceed, please review the validation errors and try again.**

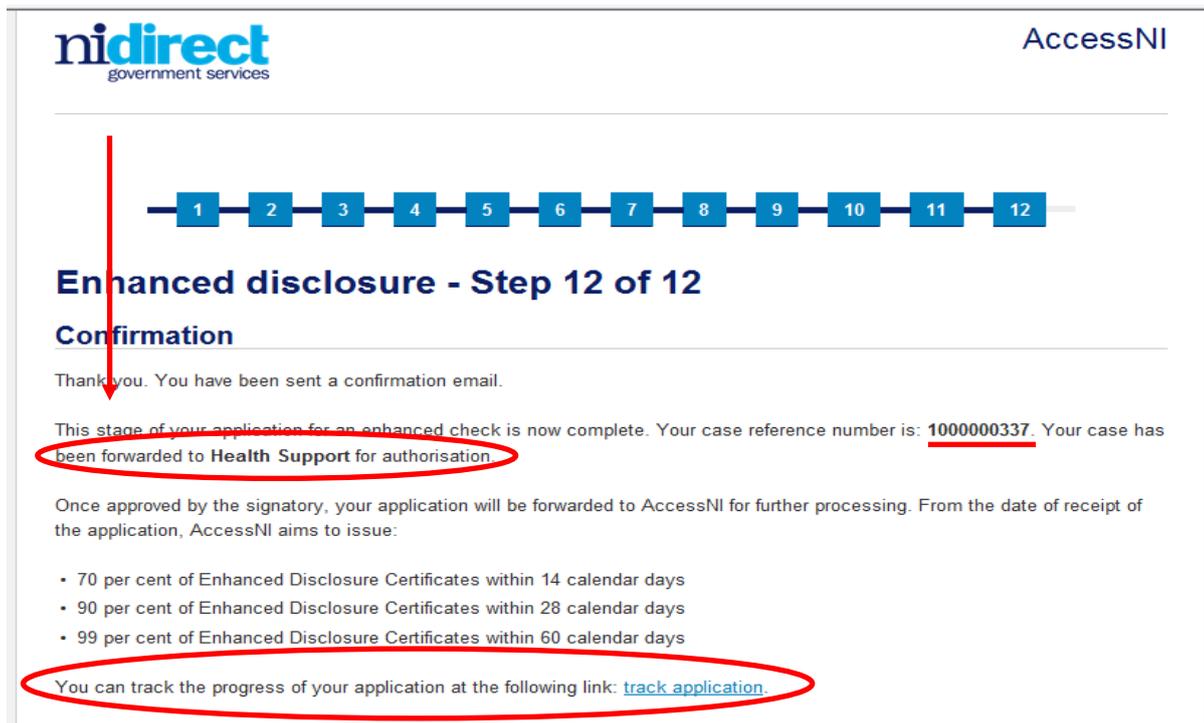
- The value '12/13/1970' is not valid for Date of birth.

After completing each page, your information is automatically saved.

\* Indicates a required field

**PLEASE NOTE:**

1. If you do not have a National Insurance Number, please enter your PPS number or select from the options available.
2. If you have a Southern address you do not need to input a post code.
3. By step 12 you have completed the online enhanced application. You will see a similar screen to the example below and will receive a confirmation email.
4. Please take note of your 10-digit Case Reference Number by recording it onto your cover form. We require this to cross reference your application when we receive it for processing and you will also require this number to case track your application. Attach your photocopies of identification to the cover form and give to your Club Nominated Officer.
5. The screen will also read 'your case has been forwarded to Ulster Council GAA for authorisation.' Please contact the Ulster GAA Safeguarding Manager if it does not read Ulster Council GAA (see example below)



ni:direct  
government services

AccessNI

1 2 3 4 5 6 7 8 9 10 11 12

### Enhanced disclosure - Step 12 of 12

#### Confirmation

Thank you. You have been sent a confirmation email.

This stage of your application for an enhanced check is now complete. Your case reference number is: **1000000337**. Your case has been forwarded to **Health Support** for authorisation.

Once approved by the signatory, your application will be forwarded to AccessNI for further processing. From the date of receipt of the application, AccessNI aims to issue:

- 70 per cent of Enhanced Disclosure Certificates within 14 calendar days
- 90 per cent of Enhanced Disclosure Certificates within 28 calendar days
- 99 per cent of Enhanced Disclosure Certificates within 60 calendar days

You can track the progress of your application at the following link: [track application](#)

6. You will be able to track your application once submitted.

## SECTION C: CASE TRACKING – APPLICANT

1. You will need your email address, password and 10-digit case reference number (this is the number you will have received when you completed your application). Each time you log in to your account you will be able to view applications you have submitted and the status of these applications. (Example below):



AccessNI

### My applications

<a href="#">Name</a>	<a href="#">Date submitted</a>	<a href="#">Application type</a>	<a href="#">Status</a>	
Black, Paul David	30-Jan-2015 13:07	Enhanced	Application with body	<a href="#">View status</a>

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2. You will be able to view the following information:

### View application status

**The applicant's name:**  
Black, Paul David

**The AccessNI case number:**  
1000000337

**Position applied for:**

**The application type:**  
Enhanced

Status	
Date submitted to body	30-Jan-2015 13:07
Date the application was submitted to AccessNI	
Date the application began to be processed as a case by AccessNI	
Date the case was first referred to a third party	
Date all third party actions completed	
Date certificate was issued	

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## SECTION D: DIGITAL CERTIFICATES

AccessNI will commence issuing digital certificates, as appropriate, where there is **no criminal history information present on the certificate**, for applications received on or after 17 July 2018. Disclosure certificates for applications received before this date will be issued on paper.

The disclosure application must have been submitted via the on-line portal, using an applicant’s NIDA account as per Section 1.

Step 8 of the online application process will change to reflect the below, where you can choose to accept a digital certificate or opt to receive a paper certificate:

**Enhanced disclosure - Step 8 of 12**

\* Indicates a required field

**Delivery details**

If there is no information to disclose, you will be sent a digital AccessNI certificate. ← a

If information is to be disclosed, you will receive a paper certificate by post. ← b

If you need a paper certificate check the box below. Paper certificates take longer to deliver. This option is only available if you live in the UK. ← c

\* If applicable, do you want the paper certificate sent to your current address? ← d

Yes  No

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## CASE TRACKING & DIGITAL CERTIFICATE

For those who have opted to receive a digital certificate a change will be affected on the Case Tracking on the applicant’s account once the certificate has been issued by AccessNI, as follows: -

**nirect** government services AccessNI

**My applications**

To apply for an AccessNI check go to the [Access NI applications](#) page.

Name	Date submitted	Application type	Status
	06-Jun-2018 14:37	Enhanced	Certificate issued (N) <a href="#">View Share</a> ← b
			<a href="#">View Share</a> ← a

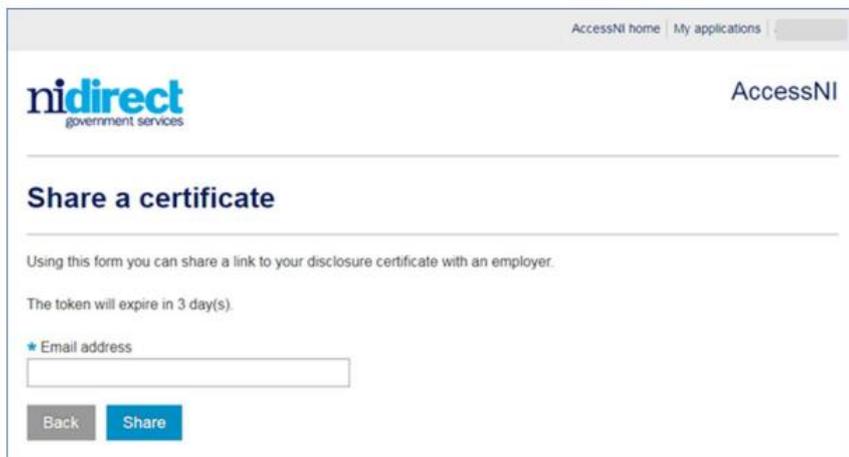
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The Applicant can click on the link to View their certificate. They will be presented with an HTML of their disclosure certificate, which will include a watermark security feature to indicate that it is a digital certificate, as follows: -



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The applicant can click the link to Share a copy of the Digital Certificate with an email address of their choosing, as follows:



It should be noted that when an applicant shares a link to their Digital Certificate the token will only be available for **3 days** for the recipient to view and will then be blocked. Applicants will be able to 're-share' their certificate (if required) after the 3-day token expires.

If the disclosure certificate is not issued electronically by AccessNI (either because information is disclosed or because a paper certificate has been requested), the Share link will not be displayed on the applicant's case tracking and the View status link will display the key processing actions and associated dates (as is currently the case).