



## AccessNI Guidance Notes

AccessNI have introduced an online application process which The Boys' Brigade have adopted for disclosure applications.

Please follow the instructions on the enclosed **enhanced** e-applications information sheet

Please note you will be required to input a PIN number.  
The PIN number to use is **199422**. This PIN number will link your online application to The Boys' Brigade.

### **IMPORTANT**

The attached ID sheet should be completed **by the evidence checker** and copies of the ID documents checked sent to the Support Team at BBHQ, Felden Lodge Hemel Hempstead, HP3 0BL together with the relevant leader registration form. This will be retained at BBHQ for a period of 90 days and then destroyed (as requested by AccessNI).

If you require any further support in completing the online AccessNI application form please contact the Support Team on 0300 303 4454.

### **AccessNI Code of Practice**

<https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf>

## ID VALIDATION FORM

**PLEASE PROVIDE ORIGINAL DOCUMENTATION (NO PHOTOCOPIES) TO YOUR COMPANY CAPTAIN, CHAPLAIN OR BATTALION OFFICE BEARER, WHO SHOULD VERIFY, COMPLETE AND SIGN THIS FORM. PLEASE DO NOT SEND ANY ORIGINAL DOCUMENTATION TO BBHQ – PHOTOCOPIES ONLY**

### Valid Identification Documents

Three documents must 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.

**Please tick the appropriate boxes to indicate what ID has been checked.**

Name of Applicant:

Date ID Check carried out:

*I confirm I have seen the original ID documents as indicated below.*

Signed :

Name (Capitals):

Position:

GROUP 1	GROUP 2a (continued)	GROUP 2b (continued)
<ul style="list-style-type: none"> <li><input type="checkbox"/> Current Passport (any Nationality)</li> <li><input type="checkbox"/> Biometric Residence Permit (UK)</li> <li><input type="checkbox"/> Current Driving Licence photocard (full or provisional) (UK, ROI, Isle of Man, Channel Islands or any EEA country)</li> <li><input type="checkbox"/> Birth Certificate (UK, Isle of Man or Channel Islands) issue at time of birth</li> <li><input type="checkbox"/> Long Form Irish Birth Certificate – issued at time of registration of birth (ROI)</li> <li><input type="checkbox"/> Adoption certificate (UK, Isle of Man or Channel Islands)</li> </ul>	<ul style="list-style-type: none"> <li><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)</li> </ul>	<p><b><i>Issued in the last 12 months only</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mortgage Statement (UK or EEA)</li> <li><input type="checkbox"/> Financial statement, for example ISA, pension or endowment (UK)</li> <li><input type="checkbox"/> P45/60 Statement (UK and Channel Islands)</li> <li><input type="checkbox"/> Land and Property service rates demand (NI only)</li> <li><input type="checkbox"/> Council tax statement (Great Britain and Channel Islands)</li> </ul>
<p style="text-align: center;"><b>GROUP 2a</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Birth Certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth</li> <li><input type="checkbox"/> Marriage/Civil Partnership Certificate (UK, ROI, Isle of Man or Channel Islands)</li> <li><input type="checkbox"/> HM Forces ID Card (UK)</li> <li><input type="checkbox"/> Firearms Licence (UK, Channel Islands and Isle of Man)</li> <li><input type="checkbox"/> Electoral ID Card (NI only)</li> <li><input type="checkbox"/> Current driving licence photocard (full or provisional). All countries outside the EEA</li> <li><input type="checkbox"/> Current driving licence (full or provisional paper version, if issued before 1998) (UK, Isle of Man, Channel Islands, EEA)</li> </ul>	<p style="text-align: center;"><b>GROUP 2b</b></p> <p><b><i>Issued in the last 3 months only</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Credit card statement (UK, EEA)</li> <li><input type="checkbox"/> Bank or building society statement (UK, EEA)</li> <li><input type="checkbox"/> Bank or building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works)</li> <li><input type="checkbox"/> Bank or building society account opening confirmation letter (UK, EEA)</li> <li><input type="checkbox"/> Utility bill (not mobile phone) (UK, EEA)</li> <li><input type="checkbox"/> Benefit statement, for example Child Benefit, Pension etc (UK, Channel Islands)</li> <li><input type="checkbox"/> Central or local government, government agency, or local council document giving entitlement, for example from Department for Work and Pensions, the Employment Service, HMRC (UK and Channel Islands)</li> </ul>	<p><b><i>Must be valid at time of checking</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> EU National ID card</li> <li><input type="checkbox"/> 60+ or Senior (65+) SmartPass issued by Translink (NI)</li> <li><input type="checkbox"/> yLink card issued by Translink (NI)</li> <li><input type="checkbox"/> Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands)</li> <li><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)</li> <li><input type="checkbox"/> Letter of sponsorship from future employment provider or voluntary organisation (non UK or non-EEA only for applicants residing outside UK at time of application)</li> </ul>

**Please return this form and copies of ID checked to the Support Team at BBHQ**

# CREATE AN ACCOUNT ON NIDIRECT



1. You will be required to create an account on the NI Direct portal in order to apply to AccessNI for the following on-line services:-
  - Enhanced check
  - Standard check
  - Basic check (through a Responsible Body)
  - Initial Registration
  - Add Countersignatory
2. Account creation on NI Direct is a very straightforward process that should take less than 1 minute to complete. Simply follow the steps below:-

## Step 1

To commence, click the following link:-

<https://accessni.nidirect.gov.uk/Account/LogIn>

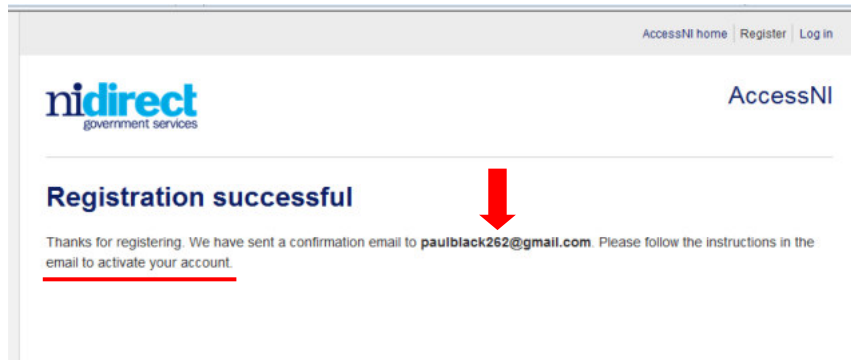
The following page will appear:-

A screenshot of the NI Direct AccessNI portal. The page has a white background with a blue header. On the left, the "nidirect" logo is displayed above "government services". On the right, "AccessNI" is written. The main heading is "Log in to AccessNI". Below this, a note states "\* Indicates a required field". There are two columns: "Log in" and "Create an account". The "Log in" column contains fields for "Email" and "Password", both marked with an asterisk. Below these are links for "I've forgotten my password" and "Request activation email", and a blue "Log in" button. The "Create an account" column contains a green "Create an account" button. At the bottom right, there is a small "Internet | Protected Site" icon.

You should click on the **Create an account** button. You will be taken to the [Registration page](#) where you will be required to provide the following information:-

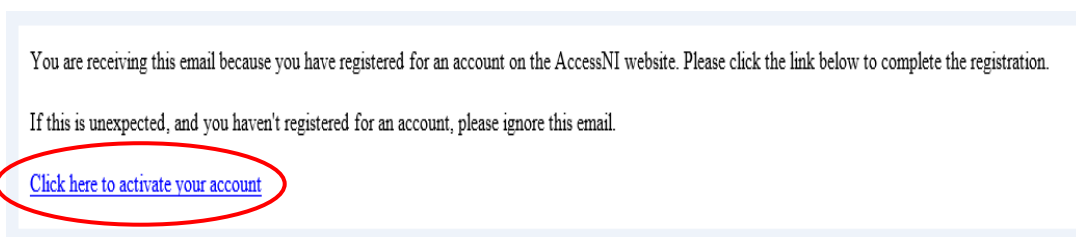
- Email address – this is the email address you will have to use each time you log into your NI Direct Account
- Password – this must be at least 6 characters and contain at least one number
- Confirm password
- Secret question – for example, “what is the name of my favourite pet?”
- Secret answer – for example, insert the pet’s name
- First name
- Last name

Once you have completed these boxes should click the Create account button and the following screen message will appear

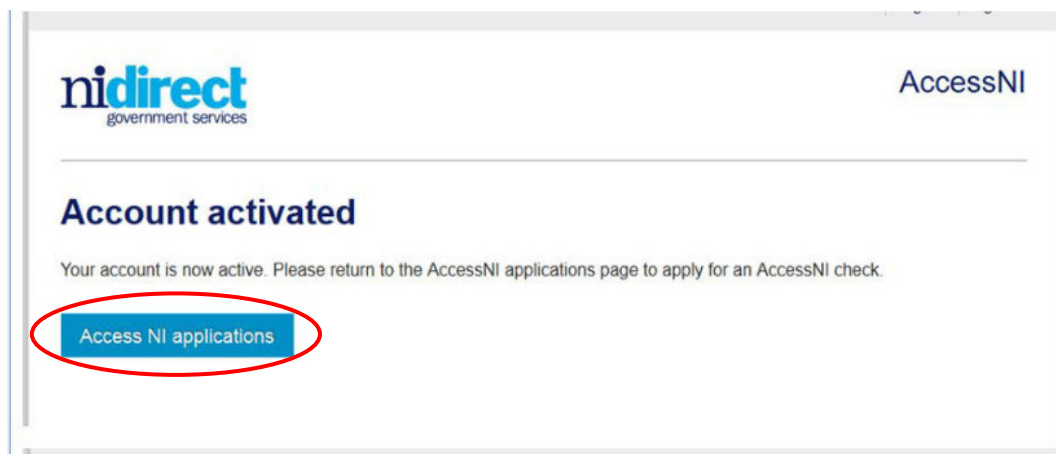


## Step 2

Log on to your email account where you will find a new email from AccessNI, the content of which is as follows:-



You should click in link [Click here to activate your account](#). Upon doing so the following screen message will appear:-



3. Once you have completed the above short process, you can click on the [AccessNI applications](#) button to return to the NI Direct website to commence using the AccessNI on-line services.
4. If you require any further assistance with completion of the Form you should either contact the person who asked you to complete the Form, or contact AccessNI on 0300 200 7888.

**GUIDANCE END**

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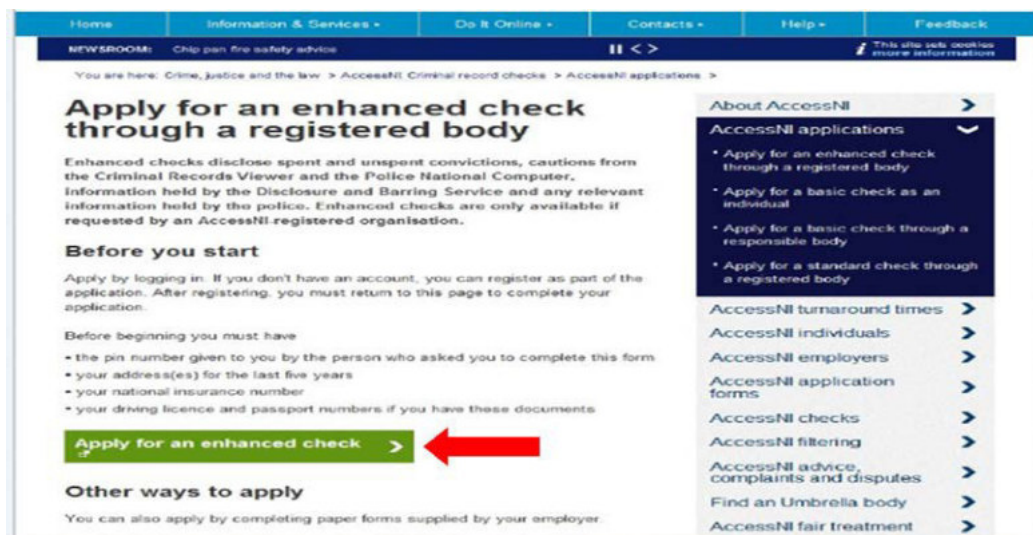


## Information for applicants completing an application

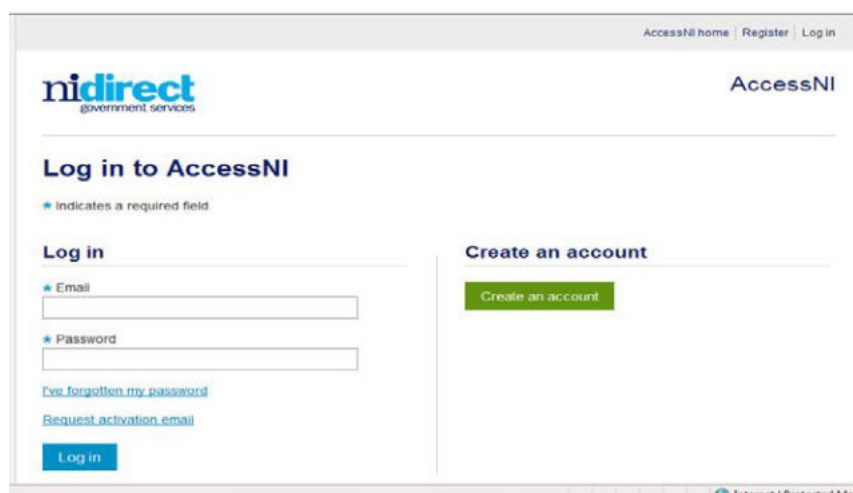
Before you start completing the form, you should have the following information to hand:-

- 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. To make an Enhanced Disclosure [ED] application to AccessNI on-line, you must first go to AccessNI Applications page on the NI Direct website, [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni). Select the option Apply for an enhanced check through a registered body. You will be taken to following web page.



3. Click on **Apply for an enhanced check >** . 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; creating an account means that you can track the progress of your application. Separate guidance is available on creating an account.
4. The create account/log in page is as follows:-

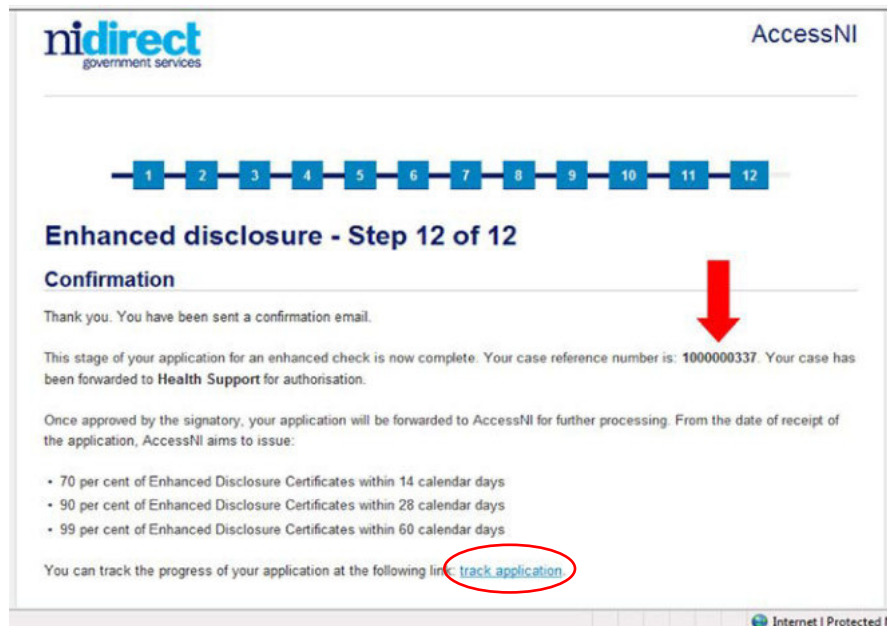


5. Once you have created your account you can log in to your account, by keying in your email address and password, and commence processing your application. The system will prompt you for a 6-digit PIN code. This number should already have been provided to you by the person who asked you to complete the application. If not, you should contact that person to obtain their AccessNI PIN.

6. Once the PIN has been entered, and you have clicked the **Next >** button, the system will display the name of the person who asked you to complete the form (Signatory), along with the name of their organisation. If this does not match the details you hold (or expect), it may be that you have keyed in the wrong 6-digit number. In which case, click **< Back** and re-key the number.

7. If you are content to proceed, click the **Next >** button. The system will take you to the on-line Application and prompt you to complete your details onto screen. There are a number of screens you will be required to work through, providing details as required. Once you have completed each screen you should click the **Next >** button to continue to the next screen.
8. 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.
9. At any stage on the application you can click **< Back** in order to amend / correct the information you have provided.
  10. The final page in this part of the process is the Confirmation page.



11. 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. This number will also be displayed on your disclosure certificate, which will be posted out to you once AccessNI has completed its work. You will also have received an email to confirm that this part of the disclosure process has been completed and your case has been forwarded to the appropriate body for approval.
12. You can track the progress of your application either by clicking on the highlighted link on the page above or on the same link at the bottom of the e-mail that is sent at this stage in the process.
13. 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**

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# Secure Handling, Use, Storage and Retention of Disclosure Policy Statement

## General Principles

As an organisation using AccessNI to help assess the suitability of applicants for positions of trust, The Boys' Brigade complies fully with AccessNI's Code of Practice regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information. We also comply fully with obligations under the Data Protection Act 2018 and other relevant legislative requirements with regards to the safe handling, storage, retention and disposal of Disclosure Information.

## Consent

As we no longer receive a copy certificate from AccessNI, written consent will be obtained from the applicant when requesting and retaining a (copy of a) Disclosure certificate.

## Storage and Access

Disclosure information is be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

## Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed. We recognise it is a criminal offence to pass this information to anyone who is not entitled to receive it.

## Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

## Retention

Once a recruitment (or other relevant appointment, regulatory or licensing) decision has been taken, we do not keep Disclosure information for any longer than is necessary. We comply with AccessNI's Code of Practice requirement to ensure that it is not retained longer than is required for the specific purpose of taking a decision on the applicant's suitability. Disclosure certificates will be returned to the applicant once a decision, recruitment or otherwise has been made and will be be retained no longer than the agreed period.

## Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means ie by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any unsecured receptacle (eg waste-bin or confidential sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure or any other relevant non-conviction information supplied by police. However, despite the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the AccessNI unique reference number of the Disclosure Certificate and the details of the recruitment decision.