

# Basic Disclosure Application (Individual)



## Information for applicants completing a Basic 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)
- A valid debit or credit card
- Acceptable forms of identification

1. The application is easy to complete. If you have all the information required, it should take less than 5 minutes. Complete each box as it appears and follow the instructions on-screen.
2. To make a Basic Disclosure application you are required to go through NI Direct website, [AccessNI: criminal records checks](#). Select the option [Apply online for a basic check](#).

A screenshot of the AccessNI website. The header includes the 'nidirect' and 'téidíreach' logos, a search bar, and navigation links for Home, News, Contacts, and Help. The main content area is titled 'AccessNI: Criminal record checks' and features a list of application options. A red arrow points to the first option: 'Apply online for a basic check'. A sidebar on the right lists 'Popular in apply for an accessni check' with the link 'Costs and turnaround times'. The footer section is titled 'Contact AccessNI' and provides a phone number for customer support.

3. Select the button [Create or log in to an AccessNI nidirect account or apply for a basic check](#) and log-in or create a new NIDirect Account [NIDA]. If you don't already have a NIDA you need to create one. Select "Create Account"

button and follow the instructions. Guidance for creating a new NIDA is available to assist with this process - [Guidance for creating a NIDirect Account](#)

**Applications must be completed using your own NIDirect Account.**

- There are 14 steps to complete. Once you have completed each step you should select the “Next” button. This will save the application and if you need to leave, you can return by logging into your NIDA account and selecting “My applications” to continue the incomplete application.

<a href="#">Date submitted</a>	<a href="#">Application type</a>	<a href="#">Status</a>	<a href="#">Case reference number</a>	<a href="#">Organisation name</a>
	Basic	Application incomplete	2002185435	<a href="#">Continue application</a>

- There are a number of features available to assist with the Form completion: -
  - All fields must be completed, except those marked (optional)
  - Drop-down buttons are available to allow for quick select, such as title, nationality, etc.
  - A postcode look-up facility is available for current and previous address (UK post codes).
  - At any stage on the application, you can select “Back” to amend / correct the information you have provided.
- At **Steps 4 and 5** you will be required to provide 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.
- At **Step 6**, you will see the **Delivery details** page. You should note that the default position is for a digital certificate to be issued. You can view or share your digital certificate by logging into your NIDA. If information is disclosed, you will receive a paper certificate by post.

**nidirect** AccessNI home My applications Account Log out Sample Applicant

AccessNI

Step 6 of 14

### Basic (No RB) disclosure

#### Delivery details

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

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

**If you need a paper certificate check the box below. Paper certificates take longer to deliver. (optional)**

This option is only available if you live in the UK.

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

Yes  No

Back Next

If you require a paper certificate to be issued, you must select the box at step 6.

8. **At Steps 8 & 9** select your ID Documents to allow AccessNI to verify your details. AccessNI requires at least 3 forms of ID, one to show your current address and one to show your date of birth.

**nidirect** AccessNI home My applications Account Log out Sample Applicant

AccessNI

Step 8 of 14

## Basic (No RB) disclosure

### Select identity documents for the application

**!** You must send three forms of ID to AccessNI. One document from Group 1 and two further documents from either group. One document must show your current address and one your date of birth. If you cannot provide a document from Group 1, you must select four documents from Group 2.

Items marked with a  can be used as proof of address  
Items marked with a  can be used as proof of date of birth

#### Group 1

- Passport**  
Any current and valid passport  
 - Proof of Date of Birth
- Biometric residence permit**  
UK, Current and Valid  
 - Proof of Date of Birth
- Current driving licence photocard**  
Full or provision - UK, Isle of Man, Channel Islands or Ireland  
 - Proof of Address  
 - Proof of Date of Birth
- Original Birth certificate (issued within 12 months of birth)**  
UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces  
 - Proof of Date of Birth
- Long form Irish birth certificate (issued at time of registration of birth)**  
Ireland  
 - Proof of Date of Birth
- Adoption Certificate**  
UK, Channel Islands or Ireland  
 - Proof of Date of Birth

Where an individual has difficulty providing the required range of identity documentation please seek AccessNI assistance at [accessni-compliance@accessni.gov.uk](mailto:accessni-compliance@accessni.gov.uk)

9. At **Step 10**, you will be required to upload your identity documents selected at Group 1 and 2 (you should already have saved copies of these ID documents to your device. Select “Choose file” and pick the relevant document from your device, then select the “Upload” button – once completed, the screen display change from “Upload” to “Uploaded” for each document.

**The AccessNI upload system is restricted to 6MB, please ensure the size of your attached ID documents meet this requirement.**

**AccessNI**

AccessNI home My applications Account Log out Sample Applicant

Step 10 of 14

## Basic (No RB) disclosure

Upload identity documents for the application

**!** Please use this page to upload your selected documents. NOTE: Documents must be in either .jpg, .png, word document, or PDF format.

**Upload Documents**

**Passport**

No file chosen

**Mortgage Statement**

No file chosen

**Marriage / Civil Partnership certificate**

No file chosen

Where an individual has difficulty providing the required range of identity documentation please seek AccessNI assistance at [accessni-compliance@accessni.gov.uk](mailto:accessni-compliance@accessni.gov.uk)

10. At **Step 11**, you must indicate that you have read and understood the information in the applicant’s declaration.

### Applicant's declaration

By ticking the box below, I confirm that:

- the information I have provided in support of this application is complete and true. I will supply AccessNI with any additional information required to verify the information provided in this application. I understand that knowingly to make a false statement in this application is a criminal offence.
- AccessNI may use the information I have supplied on this form to verify my identity.
- AccessNI may use the information I have supplied on this form for the purposes of the prevention or detection of crime in accordance with Schedule 2, paragraph 2(1) of the Data Protection Act 2018.
- AccessNI may pass the information I have supplied on this form, and any other information I have supplied in support of this application to other Government organisations and law enforcement agencies in accordance with Schedule 2, paragraph 2(1) of the Data Protection Act 2018.

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

- At **Step 13** you will be required to enter your debit / credit card details to process the payment. The fee for a Basic disclosure is £16. This payment will show on your card statement as **AccessNI**, and you should retain the payment reference should you wish to query.
- Once you have completed the payment, your application is forwarded to AccessNI.

nidirect

[AccessNI home](#)
[My applications](#)
[Account](#)
[Log out](#)
[Sample Applicant](#)

AccessNI

Step 14 of 14

## Basic (No RB) disclosure

### Confirmation

# Application complete

Your case reference number is: **2000026883**

Thank you. This stage of your application for a Basic check is now complete.

AccessNI aims to issue:

- 95 per cent of Basic Disclosure Certificates within 14 calendar days

You should note that AccessNI will not begin to process this case until all the necessary identity documentation has been received, and is verified.

---

<b>Applicant name:</b>	Applicant, Sample
<b>Application type:</b>	Basic check
<b>Date:</b>	31/07/2024
<b>Address Line 1:</b>	Sample Street
<b>Town:</b>	Sampletown
<b>Preferred contact number:</b>	20753

Return to AccessNI

- You will receive a confirmation email

This stage of your application for a Basic disclosure certificate is now complete. You can track the progress of your application by logging onto your NIDirect account.

The disclosure fee will appear on your statement as 'AccessNI check'

Case reference number: **2000026896**

Applicant name: **Applicant, Demo**

Application type: **Basic check**

Date: **12/06/2024 11:47:39**

Address Line 1: **45 Demo Street**

Town: **Demotown**

Preferred contact number: **326598**

From the date of receipt of the application, AccessNI aims to issue 95% within 14 calendar days

14. If AccessNI rejects an identity document, you will receive an email notification. **You will be required to resubmit an alternative document** or upload the document again if it displays in an unreadable format. A reminder email will be issued 7 days after you first sent the application to AccessNI. After a further 7 days the application will be rejected, you will receive an email notification and a full refund will be made if an alternative document is not submitted.

If you require any further assistance with completion of the application, please email AccessNI at [ani@accessni.gov.uk](mailto:ani@accessni.gov.uk) or call us on 0300 200 7888.

**GUIDANCE END**

---