

BASIC APPLICATIONS (through a Responsible Body)



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)

1. This 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 through a Responsible Body you are required to go through the nidirect website, [AccessNI: criminal record checks](#). Select the option 'Apply for an AccessNI check' and then select the option '[Apply online for a basic check through a responsible body](#)'.

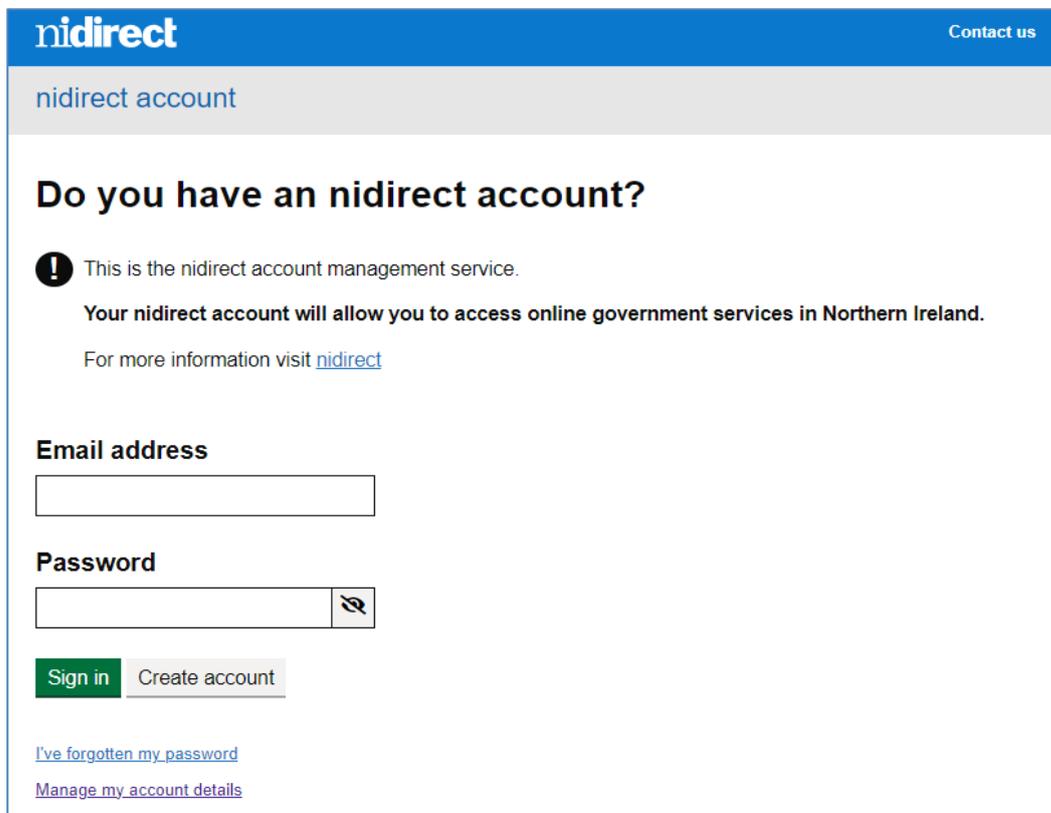
A screenshot of the AccessNI website. The header includes the 'nidirect' and 'tédiréach' logos, a search bar, and navigation links for Home, News, Contacts, and Help. The main content area is titled 'AccessNI: Criminal record checks' and features a list of application options. A red arrow points to the option 'Apply online for a basic check through a responsible body'. To the right, a sidebar titled 'Popular in apply for an accessni check' contains a link for 'Costs and turnaround times'. At the bottom, there is a 'Contact AccessNI' section with contact information for the customer helpline.

3. Select the green button  and log-in or create a new nidirect account (NIDA). If you already have a NIDA account you don't need to create a new one. Select "Create Account" button and follow the instructions. Guidance for creating a NIDA LOA2

account for AccessNI applications is available to assist with this process – [Guide to creating a NIDA LOA2 account](#)

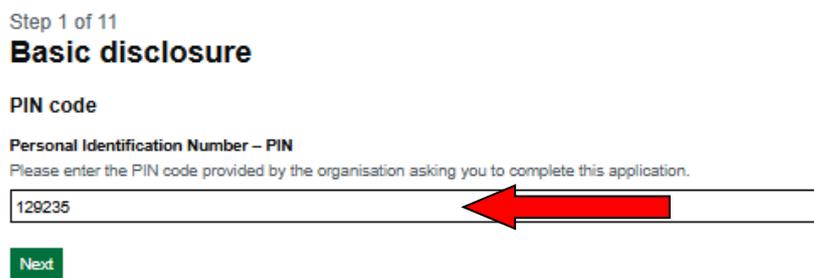
Applications must be completed using your own nidirect account.

4. The create account/log in page is as follows:-



The screenshot shows the 'nidirect account' management page. At the top, there is a blue header with the 'nidirect' logo and a 'Contact us' link. Below the header, the page title is 'nidirect account'. The main heading is 'Do you have an nidirect account?'. A warning icon (exclamation mark in a circle) is followed by the text: 'This is the nidirect account management service. Your nidirect account will allow you to access online government services in Northern Ireland. For more information visit [nidirect](#)'. Below this, there are two input fields: 'Email address' and 'Password'. The 'Password' field has a small icon of a person with a speech bubble. At the bottom of the form, there are two buttons: 'Sign in' (green) and 'Create account' (grey). Below the buttons, there are two links: '[I've forgotten my password](#)' and '[Manage my account details](#)'.

5. Once you have created your account you can log in to your account, by keying in your email address and password, then 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.



The screenshot shows the 'Step 1 of 11 Basic disclosure' section. The heading is 'PIN code'. Below it, the text reads: 'Personal Identification Number – PIN. Please enter the PIN code provided by the organisation asking you to complete this application.' There is a text input field containing the number '129235'. A red arrow points to the right side of the input field. Below the input field, there is a green button labeled 'Next'.

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 or an Umbrella Body. If this does not match the details you hold, it may be that you have keyed in the wrong 6-digit number. In which case, click **< Back** and re-key the number.

Basic disclosure

Confirm body

The selected body is : Sample Responsible Body

Signatory: Sample Signatory

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

Back Next

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 nidirect will automatically populate the relevant boxes on the application form, to save you having to re-key these.
 - Where the populated information on the AccessNI application form is incorrect, you will need update the details on your NIDA account to allow the correct information to be provided on your AccessNI application form.
 - 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 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 **Steps 6 and 7** 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.
10. At **Step 8** 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. Paper certificates will take longer to reach you.

If you require a paper certificate to be issued, you must select the box at step 8. If you select a paper certificate, a digital certificate will not be issued or available.

Step 8 of 11

Basic 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](#)

11. At any stage on the application you can click [< Back](#) in order to amend / correct the information you have provided.
12. The final page on this part of the process is the Confirmation page.

Step 11 of 11

Basic disclosure

Confirmation



Thank you. You have been sent a confirmation email.

This stage of your application for a basic check is now complete. Your case has been forwarded to **Colin's Caterpillars (Responsible Body)** 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:

- 99 per cent of Basic Disclosure Certificates within 7 calendar days

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

[Return to AccessNI](#)

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13. 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, issued by AccessNI. 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.
14. 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.
15. 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