

# STANDARD APPLICATIONS



## Information for applicants completing a Standard 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 live in the past 5 years (along with corresponding dates)

1. This application form 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 Standard Disclosure application 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 to 'Apply online for a standard check through a registered body'.



### Apply for an AccessNI check

- [Apply online for a basic check](#)
- [Apply online for a basic check through a responsible body](#)
- [Apply online for a standard check through a registered body](#)
- [Apply online for an enhanced check through a registered body](#)
- [Costs and turnaround times](#)
- [Log into AccessNI](#)




#### Popular in apply for an accessni check

- [Costs and turnaround times](#)

### Contact AccessNI

Contact the AccessNI customer helpline to get advice or help with an application by phone on 0300 200 7888.

3. Select the green button  and log-in or create a new nidirect account [NIDA]. If you already have a NIDA 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 the process – [Guide to creating a NIDA LOA2 account](#)  
**Applications must be completed using your own nidirect account.**
4. The create nidirect account/log in page is as follows:-

**nidirect** Contact us

nidirect account

## Do you have an nidirect account?

**!** 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](#)

**Email address**

**Password**

**Sign in** **Create account**

[I've forgotten my password](#)  
[Manage my account details](#)

- 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.

Step 1 of 11

## Standard disclosure

**PIN code**

**Personal Identification Number – PIN**  
 Please enter the PIN code provided by the organisation asking you to complete this application.

**Next**

- 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.

## Standard disclosure

### Confirm body

The selected body is: **Sample Registered Body** ←

Signatory: **Sample Signatory** ←

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

7. If you are content to proceed, click the **Next >** button. The system will take you to the Application and prompt you to complete your details on 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 AccessNI application, to save you having to re-key these.
  - Where the populated information on the AccessNI application is incorrect, you will need to 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 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 **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

## Standard 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

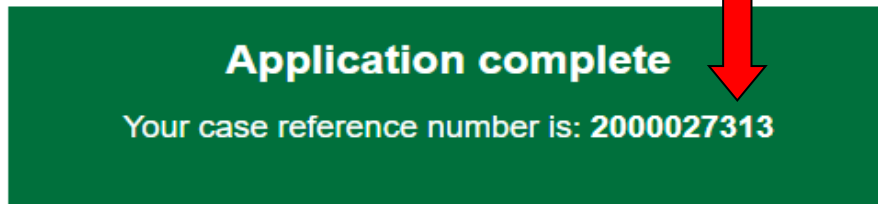
Next

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 in the on this part of the process is the Confirmation page.

Step 11 of 11

## Standard disclosure

### Confirmation



Thank you. You have been sent a confirmation email.

This stage of your application for a standard check is now complete. Your case has been forwarded to Glenn's Guys 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 Standard Disclosure Certificates within 7 calendar days

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

[Return to AccessNI](#)

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, which will be issued 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.
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**

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