



Aide Memoire | No: 1

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When using AccessNI services, there are a number of straight-forward actions that you (as customers) could take to reduce the administrative burden in AccessNI, help us improve the overall turn-around times and reduce the number of forms being returned to Registered Bodies.

- Please ensure 'Method of Payment' (Part F) is completed correctly.
- If you are applying for disclosures for non-paying volunteers, please ensure you tick the correct box at Part F of the Application Form. We find that many Registered Bodies are ticking 'On Account' at this section, resulting in an invoice being generated.
- Please do not submit Disclosure Applications in booklet format. Once the form has been checked, our next action is to scan it onto our Frontline System. Booklet applications cannot be scanned and need to be transferred on to A4 sheets. Double-sided A4 pages are fine though.
- Please do not use staples on application forms – paperclips are fine.
- Please ensure that you have ticked the 'Type of Application' (Part A1) and submitted the correct fee:-
 - Basic Disclosure £26
 - Standard Disclosure £28
 - Enhanced Disclosure £30
- Please do not send us identification documents (either originals or copies) unless you have been specifically requested to do so by a member of staff in AccessNI.
- Please ensure you pay the correct postage. AccessNI cannot be responsible for applications that are not delivered to us.

Payment on Account

- If our Finance Team has agreed to issue a credit note against an invoice, please only pay the amount of the invoice less the value of the credit note.
- If you are paying invoices by BACS, please ensure you quote the invoice number in the BACS narrative.