

The cost of Registration is £150 and printable forms are available on-line. Registration takes about 4 weeks and no applications can be processed until Registration is complete.

### When to apply for a disclosure?

1

- Consider whether the post requires a criminal history check.
- If so, identify the appropriate level, Basic, Standard or Enhanced

2

- Advertise the post.
- If the post is at Standard or Enhanced level, make it clear that a criminal check will be required for the successful candidate
- If Basic, ensure candidates know they will be expected to produce their certificate before being appointed.

3

- Hold interviews, examining candidates qualifications, skills and experience; and, in appropriate cases, be satisfied that the candidate is suitable to work with children and/or other vulnerable groups.
- Make a recruitment decision in principle.
- Verify the identity of the preferred candidate.
- Check References.

4

- If references and all other relevant matters are satisfactory, offer candidate the post, subject to results of AccessNI Application.

If Basic ask to see Certificate.

If Standard or Enhances Apply for AccessNI check.

### IMPORTANT INFORMATION

AccessNI does not make recruitment decisions – that is the sole responsibility of the employer.

### USEFUL CONTACTS

The Volunteer Development Agency

[odtc@volunteering-ni.org](mailto:odtc@volunteering-ni.org)  
02890 236100

Northern Ireland Association for the Care and Resettlement of Offenders (NIACRO)

[www.niacro.co.uk](http://www.niacro.co.uk)  
02890 320157

**AccessNI**  
**Brooklyn**  
**65 Knock Road**  
**Belfast**  
**BT5 6LE**  
**02890 259100**  
**[www.accessni.gov.uk](http://www.accessni.gov.uk)**



## A Quick Guide to Access Northern Ireland

*This leaflet does not replace “A guide to Access Northern Ireland” but should be regarded as complementary*

## What is AccessNI?

AccessNI helps organisations in Northern Ireland to make more informed recruitment decisions. It does this by providing criminal history information about anyone seeking paid or unpaid work in defined areas, such as working with children or vulnerable adults. AccessNI operates under the provisions of Part V of the Police Act 1997.

## What types of Disclosure are available?

The **Basic Disclosure** will show all details of convictions considered to be unspent under the Rehabilitation of Offenders Order 1978 or state that no such convictions were found. The cost is £26.

A **Standard Disclosure** shows details of the spent and unspent convictions and cautions. The cost is £28.

An **Enhanced Disclosure** contains all the information in the Standard Disclosures in addition to any other relevant information held on police records or by other law enforcement agencies. The cost is £30.

## Performance targets

AccessNI will aim to deliver 90% of;

- Basic Disclosures within 2 weeks
- Standard Disclosures within 3 weeks
- Enhanced Disclosures within 4 weeks

## How to apply

### Basic Disclosures

1

Applicant completes Disclosure Application Form.

2

Applicant attends PSNI Station with completed Disclosure Application Form and appropriate identification documents for verification.

3

Once the Disclosure Application Form has been stamped and signed by PSNI officer, the Applicant sends the completed Disclosure Application Form to ANI along with the correct fee.

4

AccessNI will carry out a Disclosure Check and issue the Certificate directly to the Applicant.

## Standard and Enhanced Disclosures

1

Registered Body (RB) identifies the type of Disclosure Check required for the post and requests the potential employee to complete Parts A, B and C of the Disclosure Application Form.

2

Once completed, the RB verifies the Applicant's identity and completes Parts E, F and G of the Disclosure Application Form.

3

The RB forwards the completed Disclosure Application Form to AccessNI ensuring payment details are completed.

4

AccessNI will carry out a Standard or Enhanced Disclosure Check on the Applicant and issue a Disclosure Certificate to both the RB and the Applicant.

## Volunteers

Standard and Enhanced disclosures are free to volunteers (as defined by ANI). The exceptions to this are;

- Where the volunteering is directly for a statutory organisation or where a non-profit organisation is delivering statutory services under contract or in a specific project for which that organisation has received funding from Government which includes provisions covering the costs of Standard and Enhanced disclosures for volunteers.
- We have exceptions to ensure there is no double funding of organisations. Please ensure, where appropriate, your applications for funding cover the cost of Disclosure.

## Disputes

If an applicant believes information disclosed about them is inaccurate, they should contact the relevant Registered Body and ask them to raise the matter with us. For Basic Disclosures applicants can contact us directly.

## What is a Registered Body?

A Registered Body is the mechanism through which applications for Standard or Enhanced Disclosures are made. Employers wishing to use AccessNI's services will need to register with us and become a RB.

Employers can also use Umbrella Bodies that have registered with ANI. Umbrella Bodies can request disclosure checks on your behalf and deliver the necessary services. They aren't able to make recruitment decisions for you. They may charge a fee for their service.

## How to Register?

1

Identify someone in the organisation who will be the Lead Signatory and will be AccessNI's main contact - see Section 2.5 of Guidance.

2

Identify payment method. AccessNI recommends you seek account status - see Section 2.20 of Guidance.

3

The lead signatory should complete the Registration Form in accordance with section 2.25 and 2.26 of Guidance.

4

Photocopy your identification documents - see Section 2.15 of Guidance.

5

Send the completed Registration Form, relevant identification and payment to AccessNI.