ULSTER COUNCIL GAA
ACCESSNI
E-APPLICATION PROCESS
GUIDANCE

CONTENTS

Background

The Justice Bill 2014 amends the current legislation on criminal record disclosure by AccessNI and introduces major changes to the process for obtaining AccessNI checks.

One of the key changes that will begin ahead of the Justice Bill implementation is the introduction of on-line AccessNI applications;

Applicants will be able to apply on-line and signatories can countersign applications on-line, using the Government's NIDirect web-site from 1 April 2015;

Applicants will also be able to track the progress of their cases on-line

Guidance

The following guidance has been designed to help you through the process of completing your online AccessNI application.

This is a step by step guide using screen examples to take you through the 12 step process. Whilst the paper application has been replaced with the online format, applicants are still required to submit photocopies of identification to their County/Club Nominated Officer.

Important Information

PIN Number

At step 1 of the application you will be prompted to enter a 6 digit PIN number. This PIN number is on the cover form attached along with a set of instructions.

10 Digit Case Reference Number

When you complete and submit your application you will be given a 10 digit case reference number. You must note the 10 digit AccessNI case reference number in the boxes on your cover form. This will be the reference number given to you when you submit your application. You will also need this if you wish to track the status of your application.

Cover Form and Identity Documentation

When you have completed your online application, record your 10 digit case reference number on your cover form and attach photocopies of your identity documents to this form. Please return your cover form with attached identity documents to the Club Nominated Officer or the person who asked you to complete the AccessNI application.

Failure to submit your cover form and identity documents will result in a delay in your application form being processed as these are required by Ulster Council GAA to sign off your online application.

SECTION A: ACCOUNT CREATION

Go to www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body

1. Click on the green box 'Apply for an enhanced check'

2. Click on the green button below 'Create an account'

3. Register your account

You will be asked to enter the following details:

- Your Email Address
- Create a new Password
- Create a Secret question
- Secret answer
- Your First Name and Last Name

*__Anywhere with a blue star is a required field__

4. Activating your Account

You will receive a confirmation email to the email address you provided during registration *(example above).* Please follow the instructions in this email to activate your account.

Your confirmation email will look similar to example below

Click on the link in this email 'click here to activate your account'

You are receiving this email because you have registered for an account on the AccessNI website. Please click the link below to complete the registration.

If this is unexpected, and you haven't registered for an account, please ignore this email.

Click here to activate your account
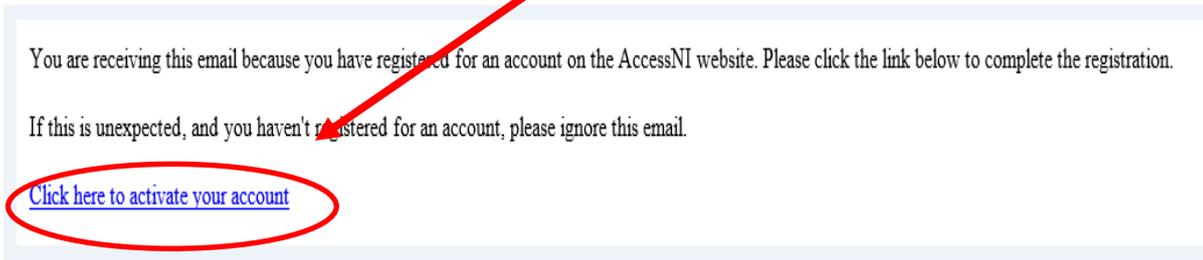
The following screen below will appear. Your account should now be activated.

nidirect
government services

AccessNI

Account activated

Your account is now active. Please return to the AccessNI applications page to apply for an AccessNI check.

Access NI applications
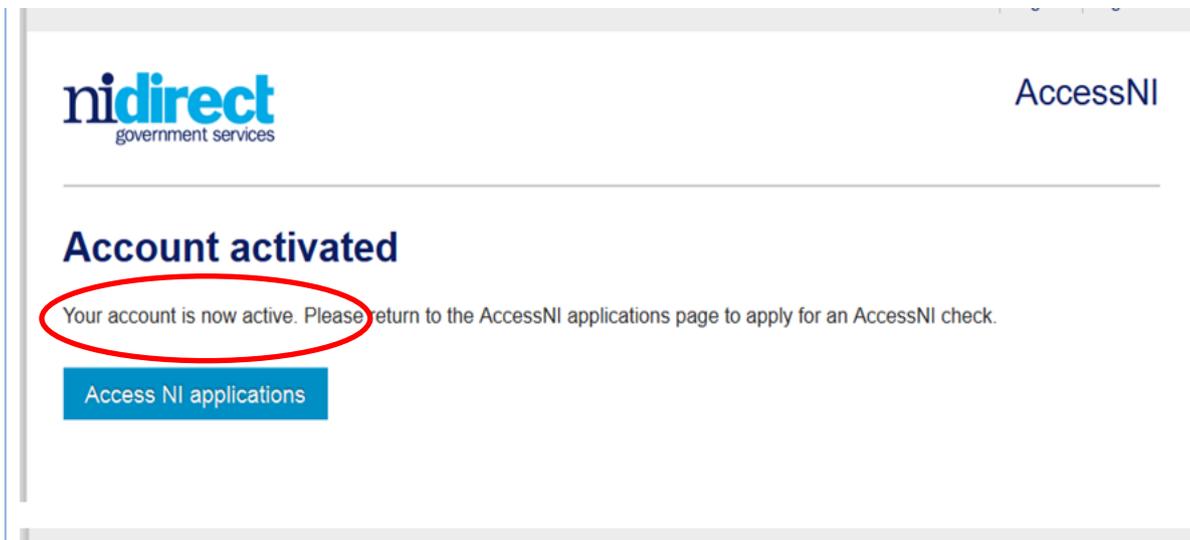
SECTION B: COMPLETING YOUR ONLINE APPLICATION

1. Click on the green button 'Apply for an enhanced check'

2. Log in by entering your email address and password

3. **Step 1 – Enter the 6 digit PIN number (THIS PIN IS ON YOUR COVER FORM WITH LIST OF ID DOCUMENTS)**

4. **Step 2 – The selected body should read ULSTER COUNCIL GAA click next**

5. Step 3 – Proceed with application. Screen will look similar to example below:

Enhanced disclosure - Step 3 of 12

ⓘ After completing each page, your information is automatically saved.

* Indicates a required field

Applicant's details

* Title

Mr

* Surname / Last name
Enter your current surname or last name. This will be the name that appears on your Disclosure Certificate.

Black

* Forename(s) / First name(s)
Please write your full forename(s) / first name(s), not just initials. Include all your forename(s) / first name(s) if you have more than one. This will be the name(s) that appears on your Disclosure Certificate.

Paul David

Name usually known by
Enter the name by which you are most commonly known.

* Date of birth
Enter the day, month and year you were born in the format DD/MM/YYYY - for example 04/03/1960.

12/13/1970

The screen below is an example of what would happen if a required field is not completed. An error message will appear and you will not be permitted to go any further until the required information is entered.

nidirect government services   AccessNI

1 — 2 — 3 — 4 — 5 — 6 — 7 — 8 — 9 — 10 — 11 — 12

Error - Enhanced disclosure - Step 3 of 12

⚠ **Unable to proceed, please review the validation errors and try again.**

• The value '12/13/1970' is not valid for Date of birth.

ⓘ After completing each page, your information is automatically saved.

* Indicates a required field

Please Note the following:

1. If you do not have a National Insurance Number, please enter your PPS number or select from the options available.

2. If you have a Southern address you do not need to input a post code.

3. By step 12 you have completed the online enhanced application. You will see a similar screen to the example below and will receive a confirmation email.

4. **Please take note of your 10 digit Case Reference Number by recording it onto your cover form attached. We require this to cross reference your application when we receive it for processing and you will also require this number to case track your application. Attach your photocopies of identification to this cover form and give to your Club Nominated Officer.**

5. The screen will also read 'your case has been forwarded to Ulster Council GAA for authorisation.' **Please contact the Ulster GAA Children's Officer if it does not read Ulster Council GAA** (see example below)

You will be able to track your application once submitted.

SECTION C: CASE TRACKING – APPLICANT

1. **You will need your email address, password and 10 digit case reference number (this is the number you will have received when you completed your application). Each time you log in to your account you will be able to view what applications you have submitted and the status of these applications.**

AccessNI home | Paul Black▾

nidirect
government services

AccessNI

My applications

Name	Date submitted	Application type	Status	
Black, Paul David	30-Jan-2015 13:07	Enhanced	Application with body	View status

‹ Back

« ‹ › »

🌐 Internet | Protected Mode: On

2. **You will be able to view the following information:**

View application status

The applicant's name:
Black, Paul David

The AccessNI case number:
1000000337

Position applied for:

The application type:
Enhanced

Status	
Date submitted to body	30-Jan-2015 13:07
Date the application was submitted to AccessNI	
Date the application began to be processed as a case by AccessNI	
Date the case was first referred to a third party	
Date all third party actions completed	
Date certificate was issued	

‹ Back

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