



ULSTER COUNCIL GAA ACCESSNI E-APPLICATION PROCESS GUIDANCE

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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

Please note, account creation is for first time users on the NIDirect Website. If you already have a NIDirect account set up for reasons such as booking an MOT, you may skip this section and go directly to Section B: Completing your online application.

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

The screenshot shows the top navigation bar with links for Home, Information & Services, Do It Online, Contacts, Help, and Feedback. Below the navigation is a breadcrumb trail: You are here: Crime, justice and the law > AccessNI Criminal record checks > AccessNI applications >. The main heading is 'Apply for an enhanced check through a registered body'. The text explains that enhanced checks disclose spent and unspent convictions, cautions from the Criminal Records Viewer and the Police National Computer, information held by the Disclosure and Barring Service and any relevant information held by the police. Enhanced checks are only available if requested by an AccessNI-registered organisation.

Before you start

Apply by logging in. If you don't have an account, you can register as part of the application. After registering, you must return to this page to complete your application.

Before beginning you must have

- the pin number given to you by the person who asked you to complete this form
- your address(es) for the last five years
- your national insurance number
- your driving licence and passport numbers if you have these documents

Apply for an enhanced check >

Other ways to apply

You can also apply by completing paper forms supplied by your employer.

On the right side, there is a sidebar menu with 'About AccessNI' and 'AccessNI applications' expanded to show options like 'Apply for an enhanced check through a registered body', 'Apply for a basic check as an individual', 'Apply for a basic check through a responsible body', and 'Apply for a standard check through a registered body'. Other sidebar items include 'AccessNI turnaround times', 'AccessNI individuals', 'AccessNI employers', 'AccessNI application forms', 'AccessNI checks', 'AccessNI filtering', 'AccessNI advice, complaints and disputes', 'Find an Umbrella body', and 'AccessNI fair treatment'.

2. Click on the green button below ‘Create an account’

The screenshot shows the top right corner with links for 'AccessNI home', 'Register', and 'Log in'. The NIDirect logo is on the left, and 'AccessNI' is on the right. The main heading is 'Log in to AccessNI'. Below it is a note: '* Indicates a required field'.

Log in

* Email

* Password

[I've forgotten my password](#)

[Request activation email](#)

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**



The screenshot shows the 'Register' section of the 'nidirect government services' website. It includes a legend stating that a blue star indicates a required field. Below this, there is a section for 'Login details' with three input fields: 'Email address' (containing 'paulblack262@gmail.com'), 'Password' (with masked characters), and 'Secret question' (with a blue star next to the label). A note states 'Your email will be used when logging in.' The 'Secret question' field has a sub-note: 'We will ask this security question if you ever forget your password.'

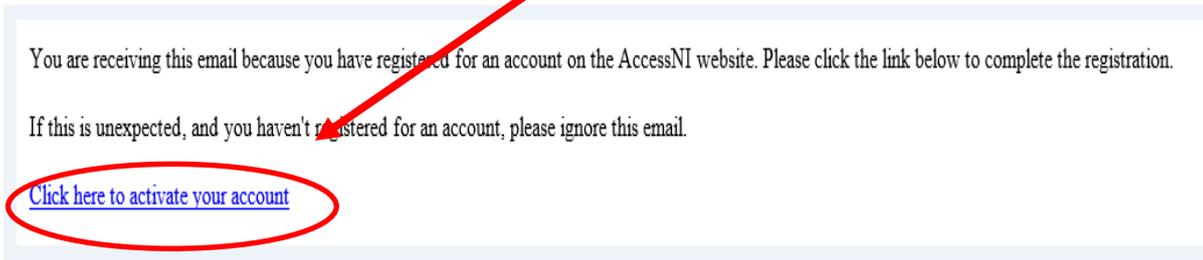
The screenshot shows the 'About you' section of the registration form. It contains three input fields: 'First name' (containing 'Paul'), 'Last name' (containing 'Black'), and 'Secret answer'. A 'Create account' button is located at the bottom of this section. The 'Last name' field has a blue star next to its label.

4. Activating your Account

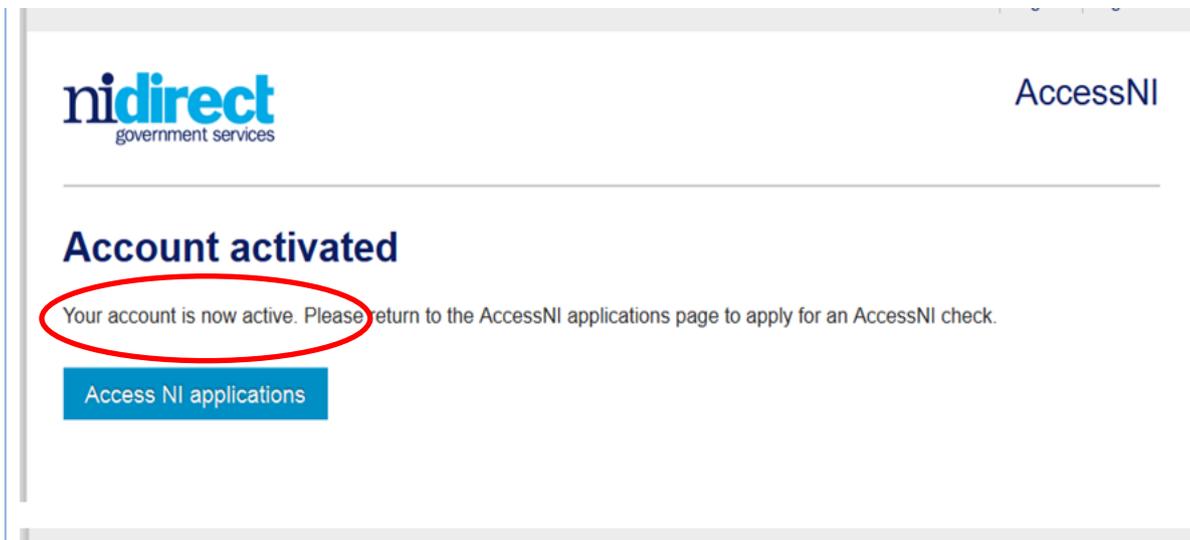
The screenshot shows the 'Registration successful' page on the 'nidirect government services' website. The page header includes 'AccessNI home | Register | Log in' and the 'nidirect government services' logo. The main heading is 'Registration successful'. Below it, a message reads: 'Thanks for registering. We have sent a confirmation email to paulblack262@gmail.com. Please follow the instructions in the email to activate your account.' A red underline is under the email address. A red callout box with a red arrow pointing to the email address contains the text: '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'



The following screen below will appear. Your account should now be activated.



SECTION B: COMPLETING YOUR ONLINE APPLICATION

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

The screenshot shows the AccessNI website interface. At the top, there is a navigation bar with links for Home, Information & Services, Do It Online, Contacts, Help, and Feedback. Below this is a NEWSROOM section with a link to 'Chip pan fire safety advice'. The main heading is 'Apply for an enhanced check through a registered body'. The text explains that enhanced checks disclose spent and unspent convictions, cautions from the Criminal Records Viewer and the Police National Computer, information held by the Disclosure and Barring Service and any relevant information held by the police. It states that enhanced checks are only available if requested by an AccessNI-registered organisation.

Before you start

Apply by logging in. If you don't have an account, you can register as part of the application. After registering, you must return to this page to complete your application.

Before beginning you must have

- the pin number given to you by the person who asked you to complete this form
- your address(es) for the last five years
- your national insurance number
- your driving licence and passport numbers if you have these documents

A green button with a right-pointing arrow is labeled 'Apply for an enhanced check'. This button is circled in red.

Other ways to apply

You can also apply by completing paper forms supplied by your employer.

On the right side, there is a sidebar with a menu titled 'About AccessNI' and 'AccessNI applications'. The 'AccessNI applications' menu is expanded, showing options: 'Apply for an enhanced check through a registered body', 'Apply for a basic check as an individual', 'Apply for a basic check through a responsible body', and 'Apply for a standard check through a registered body'. Other sidebar items include 'AccessNI turnaround times', 'AccessNI individuals', 'AccessNI employers', 'AccessNI application forms', 'AccessNI checks', 'AccessNI filtering', 'AccessNI advice, complaints and disputes', 'Find an Umbrella body', and 'AccessNI fair treatment'.

2. Log in by entering your email address and password

The screenshot shows the AccessNI login page. At the top right, there are links for 'AccessNI home', 'Register', and 'Log in'. The 'nidirect government services' logo is on the left, and 'AccessNI' is on the right. The main heading is 'Log in to AccessNI'. A note states '* Indicates a required field'.

Log in

* Email

* Password

[I've forgotten my password](#)

[Request activation email](#)

A blue button labeled 'Log in' is circled in red.

Create an account

At the bottom right, there is a status bar that says 'Internet | Protected Mode: C'.

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

AccessNI home | Paul Black >

nidirect
government services

AccessNI

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

Enhanced disclosure - Step 1 of 12

* Indicates a required field

PIN code

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

Next >

Internet | Protected Mode: On

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

AccessNI home | Paul Black >

nidirect
government services

AccessNI

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

Enhanced disclosure - Step 2 of 12

Confirm body

The selected body is: Ulster Council GAA

Signatory: John Jackson

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

Back Next >

Internet | Protected Mode: On

If selected body does not read Ulster Council GAA, please go back and re-enter the PIN number. If this does not work, please contact the Ulster GAA Children's Officer.

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

Enhanced disclosure - Step 3 of 12

i 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.

i 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)**

nidirect
government services

AccessNI

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

Enhanced disclosure - Step 12 of 12

Confirmation

Thank you. You have been sent a confirmation email.

This stage of your application for an enhanced check is now complete. Your case reference number is: **1000000337**. Your case has been forwarded to **Health Support** 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:

- 70 per cent of Enhanced Disclosure Certificates within 14 calendar days
- 90 per cent of Enhanced Disclosure Certificates within 28 calendar days
- 99 per cent of Enhanced Disclosure Certificates within 60 calendar days

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

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 ▾



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](#)

Internet | Protected Mode