

PRESBYTERIAN CHURCH IN IRELAND
ACCESSNI CHECK - APPLICATION FORM FOR LEADERS

Church / Congregation e.g. First Larne	
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Personal Details

Title		Surname	
Forename		Middle Names	
Name usually known by			
All other previously used Surnames (if applicable)			
All other previously used Forenames (if applicable)			
Date of Birth			
Current Address (include postcode)			
Phone number			
Email address			

Role & Responsibilities

Organisation & Position applied for e.g. Sunday School Helper			
Is this a Paid Position?	Yes	☐ No	☐

Regulated Activity Definition	Regulated activity is work which a barred person must not undertake . It is a criminal offence for a barred person to seek or undertake regulated activity, and it is an offence for organisations to 'knowingly employ' a staff member or involve a volunteer in regulated activity if they are barred.	
Will your role with Children involve working with them?	• Four or more times in a thirty-day period • Any overnight • Teaching and training • Advice or guidance • Transportation • To provide personal care e.g. toileting/assistance with eating or drinking <i>(even if done only once)</i>	☐ ☐ ☐ ☐ ☐ ☐
In what capacity will you be working with Adults at risk	• Visiting every week in their own home • Transporting/Conveying to a health care appointments or church • Providing Personal Care e.g. assistance with toileting, dressing, eating or drinking • Helping with general household matters e.g. helping a person with their cash, paying bills or carrying out shopping on their behalf because of their age, illness or disability • Additional information _____ _____ <i>(specify)</i>	☐ ☐ ☐ ☐ ☐
Have you had treatment for any illness during the past five years which may have a bearing on your ability to work with children, young people or vulnerable adults?		Yes ☐ No ☐
<i>If Yes, please specify</i>		
Is there any reason that you cannot take up a position in regulated activity working regularly in an unsupervised capacity with children, young people or adults at risk?		Yes ☐ No ☐
Do you have any convictions that are not 'protected' (as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014)?		Yes ☐ No ☐
Applicant's signature: _____ Date: _____		
Please be aware that a criminal record will not necessarily prevent applicants from gaining a position. If there are any disclosures on your AccessNI certificate, you will be asked by the Safeguarding Office to produce the certificate. See the <i>Application Process for Leaders</i> on the PCI website for information. The position is eligible for an Enhanced disclosure check. By signing, you give permission to progress with an application that involves the barred list check. <i>It is a criminal offence to apply for an Enhanced Disclosure check if you are on one of the barred lists.</i>		
The Presbyterian Church in Ireland's policy on the Recruitment of Ex-offenders is available in the 'Resources' section of our website. Access NI's Code of Practice and Privacy Notice is available at www.nidirect.gov.uk		

Recruitment Process

Please confirm a thorough interview process to the specific a role applied for has been conducted?	
Yes ☐	NO ☐
Please confirm a record of the interview process has been recorded and retained for future reference in a secure manner?	
Yes ☐	NO ☐

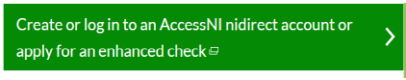
Outcome / Decision

Interviewed by Kirk Session	Name	
	Position	
	Name	
	Position	
Date of Interview		
Decision made and agreed by Kirk Session	Approved	☐
	Not Approved	☐
	Deferred	☐
Reason for Decision		
Signature of Kirk Session Member		
Date		

References (Referees should differ from those who carried out the interview)

1 st Referee	Name	
	Address	
	Phone/Email	
2 nd Referee	Name	
	Address	
	Phone/Email	

Applicant instructions

1. Go to <http://www.nidirect.gov.uk/accessni> and select 'Apply for an AccessNI check'.
2. From the next set of options, click 'Apply online for an enhanced check through a registered body'
3. Select the green button  and log-in or create a new indirect account (NIDA) if you don't already have a NIDA you will need to create one.
4. Once you have created your account you can log in, by keying in your email address and password, and commence processing your application. The system will prompt you for a 6-digit PIN code. Please enter either **940560 or 584765** and complete all steps of the application.
5. 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.
6. There are a number of features available to assist with the Form completion:-
 - a. Help is available to explain what information you have to provide for some boxes.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. Drop-down buttons are available to allow for quick select, such as title, nationality, etc.
 - f. A postcode look-up facility is available to assist with keying in current and previous address details (this only works for UK post codes).
 - g. You will be automatically logged out of your account after 15 minutes of inactivity.
 - h. 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.
7. Step 10 will require you to select your Identity Documents for the application. These should be the **same** documents you have present to your DP for verification. You are required to upload two identity documents from the list provided. To help avoid delays in processing it is preferable for you to upload your birth certificate issued at the time of your birth (or another available document that confirms your name(s) at birth and date of birth) and a second documents that contains both your current name and a photographic image of yourself (Driving License or passport)
8. Step 11 requires the upload of the chosen forms of ID.
 - You should take a photo of your document to be uploaded to your account.
 - To capture the images, you must position your photo-ID within the frame displayed. You should make sure you are in a well-lit, but not overly bright area.

- Also make sure that all the details on your photo ID are clear and all are within the frame. The screens you will see will give you clear instructions, for example:
 - open your passport to the page that contains your photo
 - hold that page up to your device camera
 - a scan of your passport will be automatically taken when the page fills the area inside the white box
 - for the purposes of taking a selfie, make sure your face is clearly visible
 - adjust lighting if necessary to lessen shadows
- For each document, click choose file button to browse and select the document followed by upload button.

9. Please note: for the 'Organisation reference (optional)' question, you must type the ***name of the church that has asked you to complete this form*** – for example, 1st Magherafelt.

10. Step 11 of 11 is the final page in this part of the process – the confirmation page.

Step 11 of 11

Enhanced disclosure

Confirmation



Thank you. You have been sent a confirmation email.

This stage of your application for an enhanced check is now complete. Your case has been forwarded to Addams Family Registered Body 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 10 calendar days
- 95 per cent of Enhanced Disclosure Certificates within 21 calendar days
- 98 per cent of Enhanced Disclosure Certificates within 28 calendar days

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

11. As indicated in the screen print above, your case reference number is provided on this screen. 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.

12. Your 10-digit Case Reference Number should be written below, along with the date you completed & submitted this online application. This will assist when we are processing your application.

Case Reference¹: _____ Date submitted: _____

Return this form to the Designated Person / Minister.

Identity validation (To be completed by Designated Person / Minister)

Two original Identification Documents should be produced in the name of the applicant. These should be the **same** documents which are to be uploaded. To help avoid delays in processing it is preferable for you to upload your **birth certificate issued at the time of your birth** (or another available document that confirms your name(s) at birth and date of birth) and a second documents that **contains both your current name and a photographic image of yourself** (Driving License or passport) Other ID Documents are listed; however, it should be noted these can be rejected and alternative identification requested by the signatory organisation.

I confirm I have seen the original ID documentation as indicated on the attached sheet

Date of ID check: _____

Signed: _____

Name (Capitals): _____

Please attach photocopies of the applicant's ID to this application form

List of Acceptable Documents (please indicate which documents you have seen)

Documents		Notes
☐	Original Birth Certificate (<i>issued within 12 months of birth</i>)	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces
☐	Certified copy of birth certificate (<i>issued more than 12 months after time of birth</i>)	UK, Isle of Man, Channel Islands or Ireland
☐	Long form Irish birth certificate (<i>issued at time of registration of birth</i>)	Ireland
☐	Adoption Certificate	UK, Channel Islands or Ireland
☐	Passport	Any current and valid passport
☐	Irish Passport Card	Cannot be used with an Irish passport, Current and Valid
☐	Current driving licence photocard	Full or provision - UK, Isle of Man, Channel Islands or Ireland
☐	Current driving licence photocard (<i>full or provisional</i>)	All countries outside the UK (excluding Isle of Man and Channel Islands)
☐	Current driving licence (full or provisional) - paper version (if issued before March 2000)	UK, Isle of Man, Channel Islands and Ireland
☐	e-Visa	Upload weblink and share code
☐	Immigration document, visa or work permit	Issued by a country outside the UK. Valid only for roles whereby the Applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based, Current and Valid
☐	Electoral ID card	Northern Ireland only
☐	Marriage / Civil Partnership certificate	UK, Channel Islands or Ireland
☐	HM Forces ID card	UK
☐	Firearms licence	UK, Channel Islands and Isle of Man, Current and Valid
☐	Mortgage Statement	UK or Ireland, dated within 12 months

☐	Financial statement, for example ISA, pension or endowment	UK or Ireland, dated within 12 months
☐	P45 or P60 statement	UK or Channel Islands, dated within 12 months
☐	Land and Property Services rates demand	Northern Ireland only, dated within 12 months
☐	Council tax statement	UK or Channel Islands, dated within 12 months
☐	Credit card statement	UK or Ireland, dated within 3 months
☐	Bank or Building Society statement	UK, Channel Islands or Ireland, dated within 3 months
☐	Utility bill (not mobile phone)	UK or Ireland, dated within 3 months
☐	Benefit statement, for example Child Benefit, Pension etc	UK, dated within 3 months
☐	Official Government/Council Document	Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC, UK and Channel Islands, dated within 3 months
☐	EEA National ID card	Current and Valid
☐	SmartPass issued by Translink	Northern Ireland
☐	yLink card issued by Translink	Northern Ireland
☐	Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands, Current and Valid
☐	Letter from head teacher or further education college principal	UK - for 16 to 19-year olds in full time education - only used in exceptional circumstances if other documents cannot be provided
☐	Letter of sponsorship from future employment provider or voluntary organisation	Non-UK only - Valid only for Applicants residing outside UK and Ireland at time of application
☐	Exceptional circumstances – Document agreed with AccessNI	Cannot be used unless advised by AccessNI

Once **all** sections are complete of the form are completed it should be forward to the Safeguarding Office. Please be aware applications will only be valid for 90 days from **submission to the AccessNI online**. **Delay in forwarding the form to the Safeguarding Office may result in the application having to be resubmitted.** **You should not take up any volunteering role until a successful outcome has been achieve and you are officially notified by the DP or Minister within your church.**

Safeguarding Office, Assembly Buildings, 2-10 Fisherwick Place, BELFAST, BT1 6DW or
takingcare@presbyterianireland.org