



ACCESSNI DISCLOSURES – APPLICANT INFORMATION

As part of the recruitment process for a role in which you have expressed an interest, a criminal record check is required to be completed. In Northern Ireland this check is undertaken by AccessNI, upon receipt of a valid application. A disclosure certificate will be issued at the end of the process, including criminal record and other relevant information.

You can find out more about AccessNI on the nidirect website, or at the following link:
<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

Before the AccessNI process is commenced

As you will be applying for an Enhanced check (with a Barred List check), you are required to disclose if there is any reason why you cannot work in Regulated Activity.

Is there any reason why you cannot work in Regulated Activity? Yes/No

Name

Signature

Date

The AccessNI application must be made on-line through the nidirect website. You will be required to set up a nidirect account to complete your application. The application will be checked and authorised by an approved Umbrella Body before being transferred to AccessNI for processing. A link to the AccessNI Privacy Notice is available on their website prior to commencing the e-application form.

You should note the following important information about the AccessNI application process:

1. **Brass Bands Northern Ireland** has been appointed to check and authorise your application.
2. The name of the authoriser is **Amber MacLennan**
3. The PIN to be used on the on-line application is **585375**
4. Copies of your Identity documents may be sent to **accessnichecks@brassbandsni.org**; these will be destroyed 90 days after the date the disclosure certificate is issued.
5. Your employer, and not the Umbrella Body, will be responsible for the decision whether or not to offer you a position.
6. Having a criminal record does not necessarily prevent you from obtaining a position.
7. The AccessNI statutory Code of Practice is available on the nidirect website

Any queries in relation to this process should be directed to the person who asked you to complete the AccessNI application.

If you are satisfied with the above information, please follow the instructions on the next page to apply for an AccessNI Enhanced check.

As you are applying for a volunteer role, there is no cost for using this service.

MAKING THE APPLICATION TO ACCESSNI

Please follow the instructions below to make an application for an enhanced check through AccessNI:

1. Go to www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body
2. Select the green button to create a nidirect account and apply for an enhanced check, if you already have a nidirect account you can use this rather than creating a new one
3. Register your account by creating a user ID and password
[keep these details safe as you will need them to track the progress of your case]
4. Once you have successfully logged in, you will be taken to the on-line application
5. Enter the PIN number from the previous page at **Step 1** of the form completion
6. Complete the remainder of the form and click on **confirm and proceed** to finish the on-line process
Please note the application should include ALL middle names and previous surnames.
7. You must note below the 10-digit AccessNI reference number in the boxes below:
This is the 10-digit case reference number provided on the confirmation page and email when the applicant completes their details on the AccessNI on-line system

AccessNI Reference Number

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8. Return this page to the person who asked you to complete the AccessNI application

IDENTITY VALIDATION

Before your AccessNI application can be processed, your identity must be verified.

Please refer to the following page which relates to acceptable forms of identification.

Three documents must now be produced in the name of the applicant; **one from Group 1 and a further two from any Group**. At least one document must show the applicant's current address. If this is not possible, then **four documents from Group 2a and 2b** should be produced, one of which being a birth certificate issued after the time of birth. One of these documents must show the applicant's current address. Please ensure all documentation matches the details provided in the application.

If ID documents are being submitted electronically, documents should be scanned/photographed and sent to accessnichecks@brassbandsni.org

Please include the name of the band, name of the applicant, application reference and position in band (e.g. Child Protection Officer, Youth Band Leader, Youth Officer).

If ID documents are being checked manually / in-person, the band representative who is validating the identity documents must complete and retain the following declaration for 90 days following receipt of the disclosure certificate.

Following information to be completed by the band representative who is validating the identity documents:

Applicant details as they appear on the ID documentation provided:

Surname..... Any other Surname(s)

First Name..... Middle Name(s).....

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

Date of ID check :

		/			/				
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Signed :

Name (Capitals) :

GROUP 1 : Primary identity documents

- | | |
|--|---|
| <input type="checkbox"/> Current passport (any nationality) | <input type="checkbox"/> Original birth certificate (UK, Isle of Man and Channel Islands including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces) issued with 12 months of birth |
| <input type="checkbox"/> Biometric Residence Permit (UK) | <input type="checkbox"/> Original long form Irish birth certificate –issued at time of registration of birth (Ireland) |
| <input type="checkbox"/> Current driving licence (UK, Isle of Man, Channel Islands or Ireland) | <input type="checkbox"/> Adoption certificate (UK, Channel Islands or Ireland) |

GROUP 2a : Trusted government documents

- | | |
|---|--|
| <input type="checkbox"/> Birth certificate (UK, Isle of Man, Channel Islands or Ireland) issued after time of birth | <input type="checkbox"/> Electoral ID card (NI only) |
| <input type="checkbox"/> Marriage / Civil Partnership Certificate (UK, Channel Islands or Ireland) | <input type="checkbox"/> Current driving licence photocard, full or provisional (All countries outside of the UK (excluding Isle of Man and Channel Islands)) |
| <input type="checkbox"/> HM Forces ID card (UK) | <input type="checkbox"/> Current driving licence full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands and Ireland) |
| <input type="checkbox"/> Firearms licence (UK, Channel Islands or Isle of Man) | <input type="checkbox"/> 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) |

GROUP 2b : Financial and social history documents

- | | |
|---|--|
| <input type="checkbox"/> Mortgage Statement (UK or Ireland) | <input type="checkbox"/> Land and Property Services rates demand (NI only) |
| <input type="checkbox"/> Financial statement, for example ISA, pension or endowment (UK or Ireland) | <input type="checkbox"/> Council tax statement (UK and Channel Islands) |
| <input type="checkbox"/> P45 or P60 statement (UK or Channel Islands) | |

Above documents must be issued within the last 12 months

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|---|--|
| <input type="checkbox"/> Credit card statement (UK or Ireland) | <input type="checkbox"/> Bank or building society account opening confirmation letter (UK) |
| <input type="checkbox"/> Bank or Building society statement (UK, Channel Islands or Ireland) | <input type="checkbox"/> Utility bill (not mobile phone) (UK or Ireland) |
| <input type="checkbox"/> Bank or Building society statement (Countries outside the UK) (Branch must be in the country where the applicant lives and works) | <input type="checkbox"/> Benefit statement, for example Child Benefit, Pension, etc (UK) |
| <input type="checkbox"/> 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) | |

Above documents must be issued within the last 3 months

- | | |
|--|--|
| <input type="checkbox"/> EEA National ID card | <input type="checkbox"/> Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) |
| <input type="checkbox"/> 60+ or Senior (65+) SmartPass issued by Translink (NI) | <input type="checkbox"/> Letter from head teacher or further education college principal (UK for 16 -19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided) |
| <input type="checkbox"/> yLink card issued by Translink (NI) | |
| <input type="checkbox"/> Irish Passport Card (Cannot be used with an Irish passport) | <input type="checkbox"/> Letter of sponsorship from future employment provider or voluntary organisation (Non-UK only - valid for applicants residing outside UK at time of application) |

Above documents must be valid at the time of checking

ONCE YOU HAVE RECEIVED AN ACCESSNI CERTIFICATE

We do not receive a copy of your disclosure certificate. In order to complete our vetting process and verify your disclosure, we would be grateful if you would either:

- If you have an electronic certificate; from within your indirect account, share your digital certificate with me at the following email address **[insert email address]**

Or

- If you have a paper certificate; complete and return the consent declaration below and post it and the certificate to me at:

<Insert Name and Address Details>

On posted items, please mark your envelope 'CONFIDENTIAL' and put your return address on the back of the envelope.

Or

- Bring it into our band room in person (please get in touch beforehand to arrange)

Digital certificates will be available for us to view for a period of 3 days and after this period access to view the certificate will be denied. Paper certificates will be securely held by **[insert band name]** and will be treated as strictly confidential. Only those involved in the decision-making process will be able to view it.

You will be informed once a decision has been reached and your paper certificate will be returned to you.

If you have any questions or concerns please contact me at the number above.

Yours sincerely

CONSENT DECLARATION

I confirm my consent for **[insert band name]** to hold my paper certificate until a recruitment decision is made. This is on the understanding that **[insert band name]** will return the paper certificate to me once that decision is made.

Signed _____ Dated _____

Please send/provide this completed consent form to **[insert band name]** with your paper disclosure certificate.