

# Access NI Guidance

## **What is an AccessNI check?**

An AccessNI check covers an individual's criminal history information for people working within Northern Ireland. This check is primarily to help organisations make a safer recruitment decision when employing staff. Some organisations are required by law to consider the suitability of applicants for certain positions or to ensure that they are not barred from working with vulnerable groups.

## **When AccessNI checks are needed**

When you apply for certain types of jobs, or some voluntary positions, you may be asked to apply for a criminal history record check. Positions where you might need a check are:

- work that involves close or regular contact with children or vulnerable adults
- work in the Civil Service or other government body or in a government building
- work in an airport where planes are based
- work with controlled drugs
- applying for a licence to drive a taxi or a public service vehicle (PSV)
- work in certain professions including accountancy and law

## **What an AccessNI check includes**

An AccessNI check is a criminal history record check which provides different levels of information. They will let an employer know if you have been convicted of a criminal offence or are barred from working with children or other vulnerable groups.

In some cases, a check may also include disclosure of other non-conviction information, sometimes called soft intelligence, if the police consider it is relevant for the purposes of the position being applied for.

## **Spent conviction**

If a person was convicted of a criminal offence and afterwards did not re-offend for a specified period, the conviction is spent and in most circumstances they do not need to declare it.

This period is called the rehabilitation period, the length of time depends on the sentence the person got for the original offence. It starts from the date of conviction and ends after a period which is specified in the Rehabilitation of Offenders Order.

## **Barred lists**

A barred list is a list currently held by the Disclosure and Barring Service that provides details of individuals barred from working with vulnerable groups. A check of the barred lists should only be undertaken if the position being applied for is

regarded as being in 'regulated activity'. Your employer should be able to advise on this. 'Regulated activity' involves those positions required to have access to children or vulnerable adults, in defined circumstances.

### **Relevant police information**

Relevant police information can include details about attempted prosecutions that were unsuccessful or behaviour that might be indicative of criminal activity. Cautions held against the applicant on the Police National Computer will be disclosed in all three levels of check.

### **AccessNI searches**

For every application, AccessNI will search the Police National Computer, which contains the criminal records for England, Wales and Scotland and the Causeway criminal record viewer, which contains Northern Ireland criminal records.

For appropriate enhanced applications, AccessNI will also search the Disclosure and Barring Service's children's and adults list of those barred from working with children and vulnerable adults. For enhanced disclosures, AccessNI will ask PSNI (and, on occasions, other police forces in the UK) to conduct a soft intelligence search.

### **What is the Turn around Times for Access NI?**

The table below shows the latest times for processing disclosures. Disclosures will reveal an individual's criminal history information.

#### **Current positions with regard to return of certificates:**

<b>Type of disclosure</b>	<b>The average delivery time for certificates from receipt of application*</b>
Basic	10 days (working days)
Standard	10 days (working days)
Enhanced*	14 – 22 days (working days) * Enhanced with any enquiries from AccessNI - 33 days

\*This is the average turnaround time for United Medicare for certificates but some applications may take longer. Please see below a link to the AccessNI website regarding any changes of their turn around times.

<http://www.nidirect.gov.uk/index/information-and-services/employment/employment-terms-and-conditions/starting-a-new-job/accessni-criminal-record-checks/accessni-turnaround-times.htm>

### **Who are United Medicare?**

United Medicare are registered to process applications for AccessNI checks through Access NI (Northern Ireland). AccessNI are currently responsible for carrying out enhanced, standard and basic Disclosures on behalf of applicants in Northern Ireland.

## ACCESS NI - for employee/volunteer

### **Please read instructions fully**

1. Create an account at

<https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>

by inputting your email address and password. Then submit

2. A verification email will be sent to you from Access NI. Click on the link contained within the email & you will be returned to the Access NI website (or use the above link again).

**If your job or voluntary position requires you to work with children or vulnerable adults, you must complete an enhanced disclosure.**

3. You will require the following to complete your application:

- PIN code 933378 or one given to you by the person you spoke to at An Carn
- your address(es) for the last five years
- your National Insurance number
- your driving licence and passport numbers (if you have these documents)

4. Input your personal details as requested on the form and submit to Access NI. **Please enter all first names as they appear on your Birth Certificate**

5. Access NI will then inform An Carn of your submitted application.

6. Contact An Carn (Tel 028 7954 9978) to arrange a mutually convenient time for you to visit with your Identification which we will need to photocopy. Please bring originals.

**You must bring 3 different forms of ID with you – one from group 1 and 2 from Group 2 (See list below).**

7. An Enhanced application costs £33 plus £7 administration fee (Total £40) for an employee or £7 administration fee only for volunteers. A standard application costs £18 plus £7 administration fee (Total £25). All fees are payable to An Carn.

### **Privacy notice**

To find out how personal information you send to AccessNI will be handled when using this service, go to:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

## GROUP 1 : Primary identity documents

- |   |  |
|---|--|
| <input type="checkbox"/> Current passport (any nationality)   | <input type="checkbox"/> Original birth certificate (UK, Isle of Man or Channel Islands) issue at time 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, Ireland, Isle of Man, Channel Islands or any EEA country) | <input type="checkbox"/> Adoption certificate (UK, Isle of Man or Channel Islands)                                     |

## GROUP 2a : Trusted government documents

- |   |   |
|---|---|
| <input type="checkbox"/> Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth | <input type="checkbox"/> Electoral ID card (NI only)  |
| <input type="checkbox"/> Marriage / Civil Partnership Certificate (UK, Ireland, Isle of Man or Channel Islands) | <input type="checkbox"/> Current driving licence photocard, full or provisional (All countries outside the EEA)   |
| <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, EEA)                                       |
| <input type="checkbox"/> Firearms licence (UK, Channel Islands and Isle of Man)                                 | <input type="checkbox"/> Immigration document, visa or work permit (issued by a country outside the EEA – valid only if the applicant is working in the country that issued the document) |

## GROUP 2b : Living and social history documents

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

### Above documents must be issued within the last 12 months

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

### Above documents must be issued within the last 3 months

- |   |  |
|---|--|
| <input type="checkbox"/> EU National ID card                                    | <input type="checkbox"/> Cards carrying the PASS accreditation logo (UK, Isle of Man, 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"/> Letter of sponsorship from future employment provider or voluntary organisation (non-UK or non-EEA only for applicants residing outside UK at time of application)                              |

### Above documents must be valid at the time of checking

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