



## ARCHDIOCESE OF ARMAGH VETTING APPLICATION PROCESS

### Guidance Notes (NI)

#### ***Stage 1a: Application Form***

This is the first stage in the vetting process for all applicants undertaking work with children and adults at risk in the Archdiocese of Armagh. Send this form along with a covering letter to those who are required to undergo the application process.

#### ***Stage 1b: Begin the Vetting Check***

**The Access NI process can be started at the same time as the Application Form is completed.** There is no need to wait for satisfactory references to be received at this stage of the process. This is to reduce the time frame of the application process and in acknowledgement that very few references are returned unsatisfactory. However, two satisfactory references must be received before issuing the letter of appointment.

#### ***Confidential Declaration Form***

This form must be completed by the applicant in confidence and then posted to: ***The Registered Person, Northern Dioceses Vetting Office, 120 Cliftonville Road, Belfast, BT14 6LA*** by the applicant.

#### ***ID Verification Form***

After sending out these forms to the applicant to complete they must then make an appointment to meet with you to have their ID verified. ***Only Parish Safeguarding Representatives can verify ID.*** Please see page 3 of the ID Verification Form for a comprehensive list of acceptable documents and further instruction. All documents must be original, not copies. ***Photocopies of the ID verified must be sent with the ID Verification Form when posting to the Northern Diocese Office, Belfast.***

#### ***Access NI Online Disclosure Form***

Guidance on setting up an account and submitting an application online can be found at the end of this document. When accessing the Access NI website, the applicant will require a special pin code.

**The PIN Code is 480892.**

The applicant can track their submission online.

In order to make this as easy as possible for the applicant it is recommended that you carry out the following procedure for the actual vetting part of the process:

1. Distribute the 2 vetting forms to your applicant (Confidential Declaration Form and ID Verification Form);
2. Once you have received the forms back and verified the applicant's ID, the applicant should then submit their Access NI Form online;
3. Post the completed Confidential Declaration Form and ID Verification Form to the Northern Dioceses Office Belfast at approximately the same time the applicant submits their online application.

For those Parish Safeguarding Representatives who may not have access to the Internet: contact has been made with all Parish Priests, asking that they/the parish office assist you with this.

### ***Stage 2: References***

Applicants need two references, both of which ***should not*** be from relatives, the parish priest or the parish safeguarding representative. **The referee should know the applicant for at least two years.**

### ***Stage 3: Letter of Appointment & Agreement Form***

A letter of appointment can only be issued to the applicant when **all** previous stages have been completed i.e. once an Application Form has been completed, two satisfactory references received, and the Access NI check has been confirmed in writing to you from the Diocesan Safeguarding Office. A copy of the Diocesan Code of Behaviour along with two copies of the Agreement Form should be sent to the applicant with the Letter of Appointment. One signed Agreement Form is to be returned to you and stored in the parish office with their Application Form, References and Letter of Clearance from the Diocesan Safeguarding Office. Only when this is returned is the vetting process complete and the applicant can take up their role.

## **ADDITIONAL FORMS**

### ***Vetting Confirmation Request Form***

If an applicant has been vetted previously through the Catholic Church and is taking on a new or additional role you may not have to go through the entire vetting process again. You may have to just complete the top half of this form and submit it to the Northern Dioceses Vetting Office. They will then write back confirming if that person is on their system or not. The return slip should then be attached to the applicant's file, stored in the parish office.

### ***What to do when someone takes a break from their role or leaves***

The Northern Dioceses Vetting Office deals with very confidential information and by law it is important that they do not receive or retain information that is unnecessary. In order to ensure that this office does not retain any unnecessary information you should inform them as soon as possible of any volunteers or paid employees who are no longer in post. This should be done in writing (either via e-mail or post) to The Registered Person, Northern Dioceses Vetting Office and copied to the Administrator at the Diocesan Safeguarding Office.

If you require any further guidance or assistance, please do not hesitate to contact:

Mr. Pierce Fox  
Armagh Diocesan Safeguarding Office  
Archdiocese of Armagh  
Ara Coeli  
Cathedral Road  
Armagh  
BT61 7QY

Telephone: (028) 37 525 592  
Fax: (028) 37 526 182  
E-mail: [pfox@archdioceseofarmagh.com](mailto:pfox@archdioceseofarmagh.com)

# Guidance on Creating an Account and Processing an AccessNI ONLINE Application

(Revised May 2019)

Before processing your AccessNI ONLINE Application, please ensure you have the following information at hand:

- National Insurance (if applicable)
- Valid/current Driving Licence (if applicable)
- Valid/current Passport (if applicable)
- Make sure you know a 5-year address history, including POST CODE. If you are unsure about previous address post codes, you can look these up on the internet.
- **The Catholic Church Northern Diocese PIN NUMBER (480892)** you will be asked to enter this number after logging into the Access NI Application Form Website.
- Please be advised: Your Access NI application will be deleted after 3 months, if not progressed

## **HOW TO SET UP, ACTIVATE AND SIGN INTO YOUR ACCESSNI ACCOUNT**

- 1 Go to the nidirect.gov.uk website. You can do this by following the link below:

<https://www.nidirect.gov.uk/accessni-applications>

- 2 On the 'AccessNI: Criminal record checks' section, click on:

'Apply online for an **ENHANCED CHECK** through a registered body', shown below

### AccessNI: Criminal record checks

#### Apply for an AccessNI check

- Apply online for a basic check
  - Apply online for a basic check through a responsible body
  - Apply online for a standard check through a registered body
  - Apply online for an enhanced check through a registered body
  - Costs and turnaround times
  - Log in to an nidirect account
  - Other ways to apply
- This one* 

Please note: the Catholic Church **does not process Basic or Standard AccessNI checks**

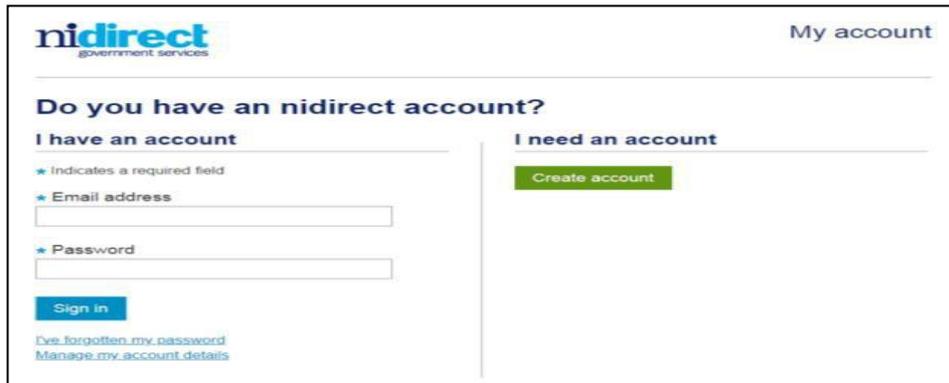
- 3 Now you need to create and activate an AccessNI account on the NI Direct portal in order to process an Enhanced Disclosure check – to do this follow these steps:

**Step 1 – Create your account**

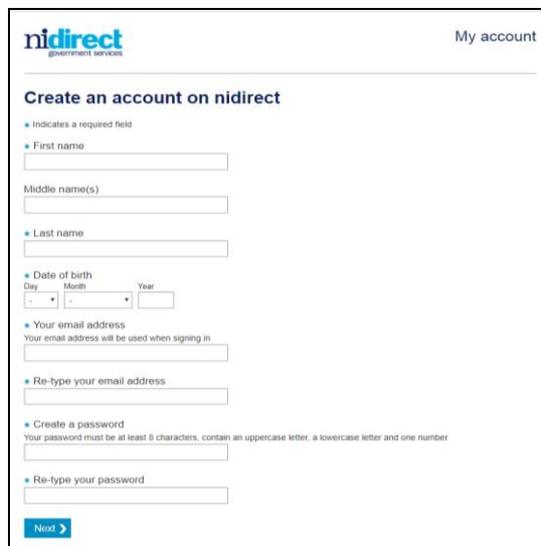
Scroll down the screen until you see this text box/link, then click on it:



You will be taken to this screen. You will need to choose 'Create Account' – under 'I need an account' section.



You will be required to complete the 'Create an account on nidirect' screen in full.



**NOTE:** Please make a note of your password. You will need it later.

You must click 'Next' and you will be taken to the screen below where you must enter your contact details and make your declaration.

The screenshot shows the 'Your address' registration form on the nidirect website. The page header includes the 'nidirect government services' logo and a 'My account' link. The form is titled 'Your address' and includes a legend indicating that a blue asterisk (\*) denotes a required field. The 'Postcode' section contains a text input field and a 'Find address' button. Below this, a note states: 'If you cannot find your address, or you live outside of Northern Ireland, please enter your details below.' The form then lists 'Address line 1', 'Address line 2', and 'Address line 3', each with a corresponding text input field. The 'Country' field is a dropdown menu currently set to '-- Please Select --'. Below the address fields is a 'Postcode' input field. The 'Contact number' section includes a text input field and a note: 'We will not share your number, we will only use it to manage your account'. A 'Declaration' section follows, with a note: 'By using this service you agree that your details may be shared with other government parties solely to confirm your identity.' There is an 'I agree' checkbox. At the bottom of the form are two buttons: a grey 'Back' button and a green 'Create account' button.

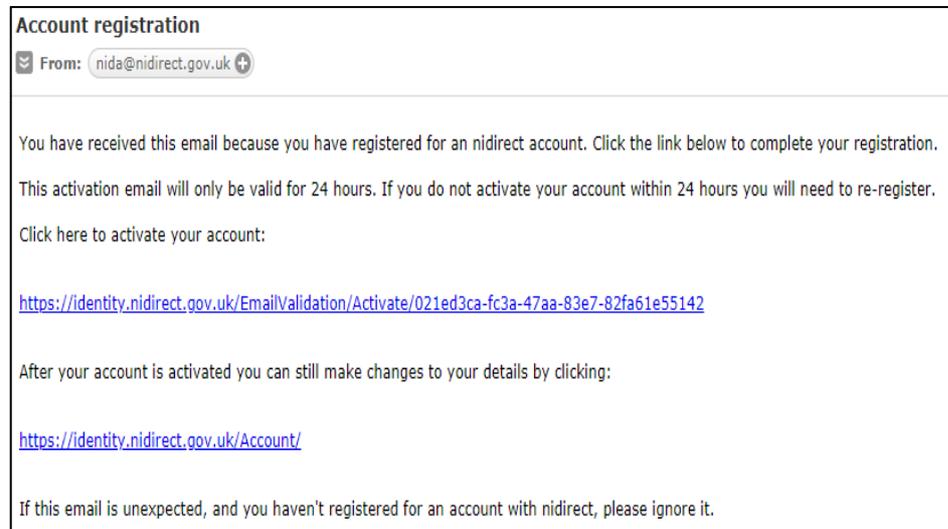
Once you have completed these boxes, click the 'Create Account' button and the following screen message will appear:

The screenshot shows a confirmation message on the nidirect website. The page header includes the 'nidirect government services' logo and a 'My account' link. The main heading is 'Account registration successful'. The message text reads: 'The first part of your registration is complete. You need to activate your account before you can log on.' Below this, it says: 'We have sent a confirmation email to [REDACTED]'. The next line is: 'Follow the instructions to activate your account.' The final line is: 'If you do not activate your account within 24 hours you will need to re-register.'

**Close the website**

## Step 2 – Activate your account

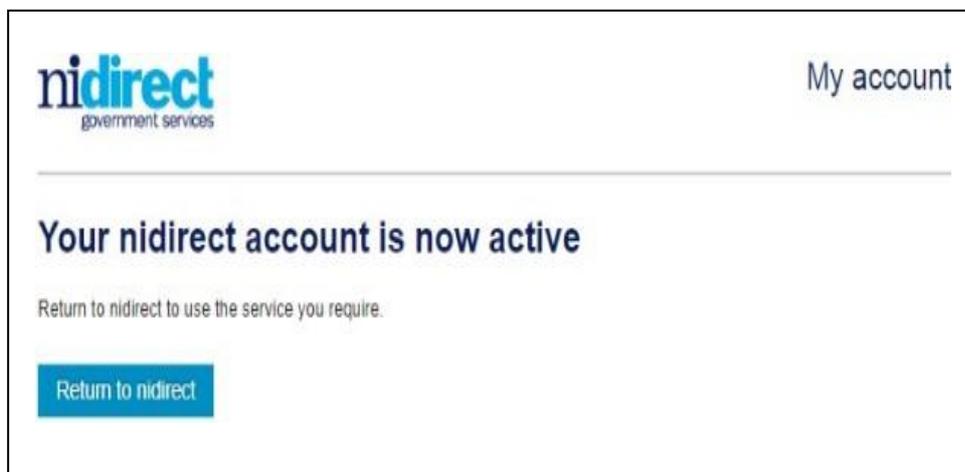
Log into your email account that you used for the AccessNI Registration, where you will find a new email from AccessNI within 5-10 minutes of creating your account. The content of your email is as follows:



(If you **do not get an email from AccessNI**, contact them on 0300 200 7888).

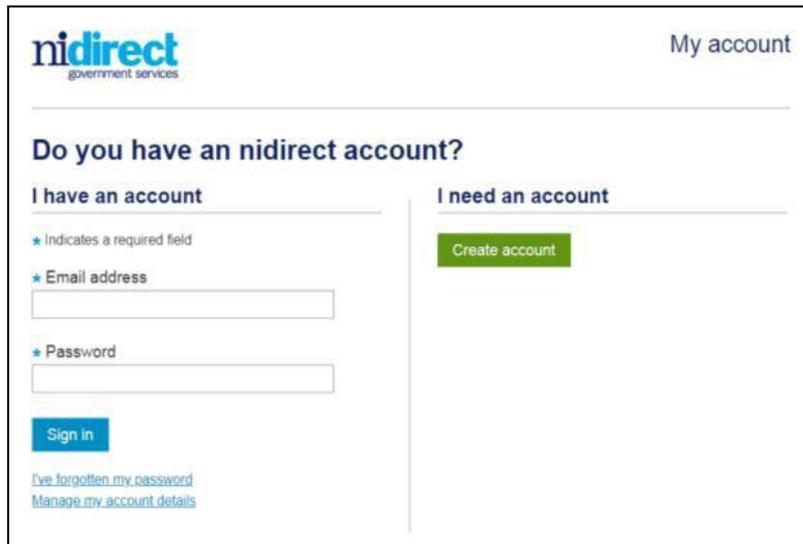
Follow the instructions in the email to activate your account.

When your account has been successfully activated, you will see this screen.



### Step 3 – Log into your AccessNI account

You can click on the 'Return to nidirect' button to return to the nidirect website to commence using the AccessNI on-line services. You will need to make your way back to this screen so you can sign into your account.



You will need the following information to get started on the application for an enhanced disclosure check:

- Your email address
- Your password (the one you have written

down earlier) After you have signed in you must:

- **Enter PIN code (480892)**
- Press Next
- You are now at STEP 3 of the online process

It is important to note: **When you reach the “Organisation reference” box at STEP 3 of the Access NI online application, please type in your Diocese** (eg Down and Connor, Armagh, Derry, Dromore, Clogher or Kilmore) into the box as indicated below:

Organisation reference

If your employer/voluntary organisation has provided you with, or asked you to include, a reference (eg UCAS number or the location of your club) please enter it here.

**Type in your Diocese** (eg Down and Connor, Armagh, Derry, Dromore, Clogher or Kilmore) into this box

Continue to end and submit application.

Your online application will be matched with your Identity Verification Form and Confidential Declaration Form by the Vetting Staff and further processed to AccessNI.