



## 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.

#### *Vetting Application Form*

Part 1 must be completed by the applicant (including 10-digit AccessNI application case reference number). Part 2 & 3 to be completed by the Parish Safeguarding Representative and then posted to: **The Registered Person, Northern Dioceses Vetting Office, 120 Cliftonville Road, Belfast, BT14 6LA**

#### *Access NI Online Disclosure Form & Online ID Verification*

Guidance on setting up an account and submitting an application and ID 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.** They can track their submission online. Please advise the applicant to select ENHANCED DISCLOSURE.

The applicant needs to either **create or log into their NI Direct Account** and make sure they **enter all Forenames/Middle names/Known as names correctly** and then copy same names on to the Vetting Application Form before sending the paperwork to the Northern Dioceses Vetting Office, Belfast. If the information they have on their NI Direct Account is different from the paperwork, Northern Dioceses Vetting Office will have to automatically return the application back to the applicant which will hold up the processing of applications.

AccessNI encourage non-computer literate applicants to rely on family members/friends for assistance with the online part of the process, where necessary. If that is not possible, we ask that the Parish Safeguarding Representative support applicants as best they can with this.

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

Applicants require 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 they may not have to go through the entire vetting process again. You can complete this form and submit it to the Northern Dioceses Vetting Office on their behalf. The Northern Dioceses Vetting Office will then notify the Diocesan Safeguarding Office confirming if that person is on their system or not and then in turn the Office will notify the Parish Safeguarding Representative. 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.

An applicant needs to be re-vetted if they have a break in their role of 3 months or more.

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 document to create NIDA LOA2 account for AccessNI Applications

### What you will need:-

- a valid mobile phone number or email address.
- a valid passport or driving licence.
- a selfie.

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

1. Select how you would like to receive your MFA code each time you log on.

**\*\*\*Where possible please select SMS. This is the easiest/safest option to keep access to your account.\*\*\***



nidirect account

### Multi-factor authentication

How do you want to receive your security code?

--- Select ---

--- Select ---

Email

**SMS**

Authenticator app

If you select email, please follow instructions on screen to confirm your email address

If you select SMS, please follow instructions on screen to confirm your mobile number

Please **do not select** Authenticator App.

2. Your preference will be confirmed



Verify your identity

### Contact preference

Future communications regarding your account will be sent to the **email address** you chose when creating your account

**Save and continue**

### 3. Identity Verification process

**nidirect**[Contact us](#)

Verify your identity

## Identity verification

Click **Continue** to be guided through the identity verification process

**Continue**

### 4. Confirm address details have not changed or update

**nidirect**[Contact us](#)

Verify your identity

## Confirm your address

[Back](#)

Address

RANMILLIS GARDENS  
AST  
ANTRIM  
NORTHERN IRELAND  
BT9 5AT

[Change](#)

Have you lived at this address for longer than 3 months?

☒ Yes

☐ No

**Save and continue**



5. Select Driving Licence or Passport

**nidirect**Contact us

Verify your identity

**Can you upload an image of one of these documents?**

[< Back](#)

☐ Driving licence  
Can be registered in UK, NI, ROI, Isle of Man, Channel Islands or any EU country

☐ Passport  
Any nationality

or

☐ No, upload other documents (your verification may take longer this way)

[▶ Why do you need this from me?](#)

**Save and continue**

6. Upload image and confirm image quality

**Before you continue and submit a photo of your passport please confirm that:**

- ☐ All 4 edges of the page are in your photo
- ☐ You can clearly see your face and all the text
- ☐ There is no shine from a light or window

**Save and continue** [Change image](#)

7. Take selfie and confirm image quality

**Before you continue, and submit this photo of yourself, please confirm that:**

- ☐ The image is clear and in focus
- ☐ The image contains no other people
- ☐ Your face is clearly visible, well lit and without strong shadows
- ☐ The image is not blurred by movement

**Save and continue** [Change image](#)


8. Verification may take a few minutes

nidirect

Contact us

Verify your identity

Verifying your identity



**Important:** Please do not close this window while your identity is being verified  
If this screen has not updated after a few minutes, you can return later by logging back in to your nidirect account

9. Your identity is confirmed and you can continue to AccessNI service

nidirect

Contact us

Verify your identity

Success

Your identity has been verified  
You can now use other nidirect services that need your identity verified

Identity verified

You may now use this service

Continue to service

\*PLEASE NOTE - Every time you log into your NIDA LOA 2 account you will be asked to enter a Multi-factor Authentication Code (MFA) that will be sent to you by the method you chose ie email or text. It is **IMPORTANT** you keep your account details correct ie change of email address or a change of name/address\*

nidirect

Contact us

nidirect account

Multi-factor authentication

Check your phone

To improve the security we have introduced a two step verification via SMS. You will shortly receive a security code within an SMS message. Please enter the security code in the box below to continue

Security code

Submit Cancel Resend security code

## List of Acceptable Documents for Upload with Applications

wef 4 June 2025

Doc Ref	
1	<b>Original Birth certificate (issued within 12 months of birth)</b> UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces
2	<b>Certified copy of birth certificate (issued more than 12 months after time of birth)</b> UK, Isle of Man, Channel Islands or Ireland
3	<b>Long form Irish birth certificate (issued at time of registration of birth)</b> Ireland
4	<b>Adoption Certificate</b> UK, Channel Islands or Ireland
5	<b>Passport</b> Any current and valid passport
6	<b>Irish Passport Card</b> Cannot be used with an Irish passport, Current and Valid
7	<b>Current driving licence photocard</b> Full or provision - UK, Isle of Man, Channel Islands or Ireland
8	<b>Current driving licence photocard (full or provisional)</b> All countries outside the UK (excluding Isle of Man and Channel Islands)
9	<b>Current driving licence (full or provisional) - paper version (if issued before March 2000)</b> UK, Isle of Man, Channel Islands and Ireland
10	<b>e-Visa</b> Upload weblink and share code.
11	<b>Application Registration Card (ARC)</b> Issued by the Home Office. Must be checked against the Home Office Employer Checking Service
12	<b>Immigration document, visa or work permit</b> 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
13	<b>Electoral ID card</b> Northern Ireland only
14	<b>Marriage / Civil Partnership certificate</b> UK, Channel Islands or Ireland
15	<b>HM Forces ID card/HM Armed Forces Veteran card</b> UK
16	<b>Firearms licence</b> UK, Channel Islands and Isle of Man, Current and Valid
17	<b>Mortgage Statement</b> UK or Ireland, dated within 12 months
18	<b>Financial statement, for example ISA, pension or endowment</b> UK or Ireland, dated within 12 months
19	<b>P45 or P60 statement</b> UK or Channel Islands, dated within 12 months
20	<b>Land and Property Services rates demand</b> Northern Ireland only, dated within 12 months
21	<b>Council tax statement</b> UK or Channel Islands, dated within 12 months
22	<b>Credit card statement</b> UK or Ireland, dated within 3 months
23	<b>Bank or Building Society statement</b> UK, Channel Islands or Ireland, dated within 3 months



24	<b>Bank or Building Society statement - Countries outside the UK</b> Issued in last 3 months - branch must be in the country where the applicant lives and works
25	<b>Bank or Building Society account opening confirmation letter</b> UK. Issued within the last 3 months
26	<b>Utility bill (not mobile phone)</b> UK or Ireland, dated within 3 months
27	<b>Benefit statement, for example Child Benefit, Pension etc</b> UK, dated within 3 months
28	<b>Official Government/Council Document</b> Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions or, the Employment Service, dated within the last 3 months. HMRC self-assessment or tax demand letter, dated within 12 months. UK and Channel Islands
29	<b>European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)</b> UK, must be valid
30	<b>EEA National ID card</b> Current and Valid
31	<b>SmartPass issued by Translink</b> Northern Ireland
32	<b>yLink card issued by Translink</b> Northern Ireland
33	<b>Cards carrying the PASS accreditation logo</b> UK, Isle of Man and Channel Islands, Current and Valid. Issued by an approved digital PASS provider with a QR code to confirm details.
34	<b>Letter from head teacher or further education college principal</b> UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided. Issued within the last month.
35	<b>Letter of sponsorship from future employment provider or voluntary organisation</b> Non UK only - Valid only for Applicants residing outside UK and Ireland at time of application
36	<b>Exceptional circumstances – Document agreed with organisation</b> Cannot be used unless advised by organisation



## ENHANCED APPLICATIONS



### Information for applicants completing an Enhanced application

Before you start completing the form, you should have the following information to hand:

- National Insurance Number (if you have one)
- Driving Licence (if you have one)
- Passport (if you have one)
- Addresses at which you have live in the past 5 years (along with corresponding dates)

1. This application form is easy to complete. If you have all the information required it should take less than 5 minutes. Complete each box as it appears and follow the instructions on-screen.
2. To make an Enhanced Disclosure application you are required to go through the nidirect website, [AccessNI: criminal record checks](#). Select the option '[Apply for an AccessNI check](#)' and then select the option to '[Apply online for an enhanced check through a registered body](#)'.

### 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 into AccessNI](#)

Popular in apply for an accessni check

- [Costs and turnaround times](#)



#### Contact AccessNI

Contact the AccessNI customer helpline to get advice or help with an application by phone on 0300 200 7888.

Create or log in to an AccessNI nidirect account or apply for an enhanced check



3. Select the green button and log-in or create a new nidirect account [NIDA]. If you don't already have a NIDA you will need to create one. Select "Create Account" button and follow the instructions. Guidance for creating a NIDA LOA2 account for AccessNI applications is available to assist with the process – [Guide to creating a NIDA LOA2 account](#). Applications must be completed using your own nidirect account.
4. The create account/log in page is as follows:-

**nidirect** Contact us

nidirect account

### Do you have an nidirect account?

**!** This is the nidirect account management service

Your nidirect account will allow you to access online government services in Northern Ireland.

For more information visit [nidirect](#)

**Email address**

**Password**

**Sign in** [Create account](#)

[I've forgotten my password](#)

[Manage my account details](#)

- Once you have created your account you can log in to your account, by keying in your email address and password, and commence processing your application. The system will prompt you for a 6-digit PIN code. This number should already have been provided to you by the person who asked you to complete the application. If not, you should contact that person to obtain their AccessNI PIN.

Step 1 of 11

## Enhanced disclosure

### PIN code

#### Personal Identification Number – PIN

Please enter the PIN code provided by the organisation asking you to complete this application

**Next**

- Once the PIN has been entered, and you have clicked the **Next >** button, the system will display the name of the person who asked you to complete the form (Signatory), along with the name of their organisation or an Umbrella Body. If this does not match the details you hold, it may be that you have keyed in the wrong 6-digit number. In which case, click **Back** and re-key the number.

Step 2 of 11

## Enhanced disclosure

### Confirm body

The selected body is **Sample Registered Body**

Signatory **Sample Signatory**

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

Back **Next**

7. If you are content to proceed, click the **Next >** button. The system will take you to the Application and prompt you to complete your details onto screen. 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.
8. If you are completing the AccessNI application, as a parent or guardian, for a child under the age of 16, you should select the box at this section of the AccessNI application form.  
**The child MUST live at the same address as you.**

Step 3 of 11

### Enhanced disclosure

**Information**

After completing each page, your information is automatically saved.

#### Applicant's details

I am a Parent/Guardian completing an application for a person under 18 who lives at my address

☐

Title\*

By selecting this box the sections of the application form which populate your information will be blank to permit you to insert the child's details.

9. There are a number of features available to assist with the Form completion:-
  - Help is available to explain what information you have to provide for some boxes.
  - 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.
  - 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.
  - 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.
  - Drop-down buttons are available to allow for quick select, such as title, nationality, etc.
  - A postcode look-up facility is available to assist with keying in current and previous address details (this only works for UK post codes).
  - You will be automatically logged out of your account after 15 minutes of inactivity.
  - 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.
10. At Steps 6 and 7 you will be required to provide a full 5-year address history, along with dates you lived at these addresses. Overlapping dates are acceptable, but there can be no gaps in these dates.
11. At Step 8 you will see the **Delivery details** page. You should note that the default position is for a digital certificate to be issued. You can view or share your digital certificate by logging into your NIDA. If information is disclosed, you will receive a paper certificate by post. Paper certificates will take longer to reach you.



If you require a paper certificate to be issued you must select the box at step 8. If you select a paper certificate, a digital certificate will not be issued or available.

#### Delivery details

If there is no information to disclose, you will be sent a digital AccessNI certificate.

If information is to be disclosed, you will receive a paper certificate by post.

If you need a paper certificate check the box below. Paper certificates take longer to deliver. (optional)

This option is only available if you live in the UK.

☐

If applicable, do you want the paper certificate sent to your current address?

☐

Yes

☒

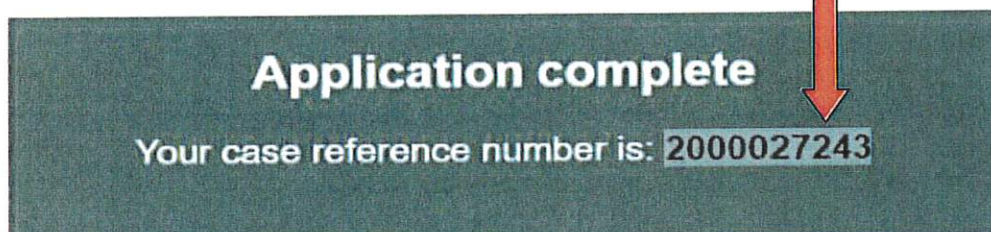
No

12. At any stage on the application you can click [Back](#) in order to amend / correct the information you have provided.
13. The final page in this part of the process is 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](#)

14. As indicated in the screen print above, your case reference number is provided on this screen. You should print this screen and keep the number safely in case you need to ask questions about your application. 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 and your case has been forwarded to the appropriate body for approval.
15. You can track the progress of your application either by clicking on the highlighted link on the page above or on the same link at the bottom of the e-mail that is sent at this stage in the process.
16. If you require any further assistance with completion of the e-application you should either contact the person who asked you to complete the Form, or contact AccessNI on 0300 200 7888.

GUIDANCE END