

# The Scout Association AccessNI Online Instructions



1. Account creation on NI Direct is a very straightforward process. Simply follow the steps below:-

## Step 1

To commence, click the following link:-

<https://accessni.nidirect.gov.uk/Account/LogIn>

The following page will appear:-

You should click on the **create an account** button. You will be taken to the Registration page where you will be required to provide the following information:-

- Email address – this is the email address you will have to use each time you log into your NI Direct Account
- Password – this must be at least 6 characters and contain at least one number
- Confirm password
- Secret question – for example, “what is the name of my favourite pet?”
- Secret answer – for example, insert the pet’s name
- First name
- Last name

Once you have completed these boxes click the Create account button and the following screen message will appear

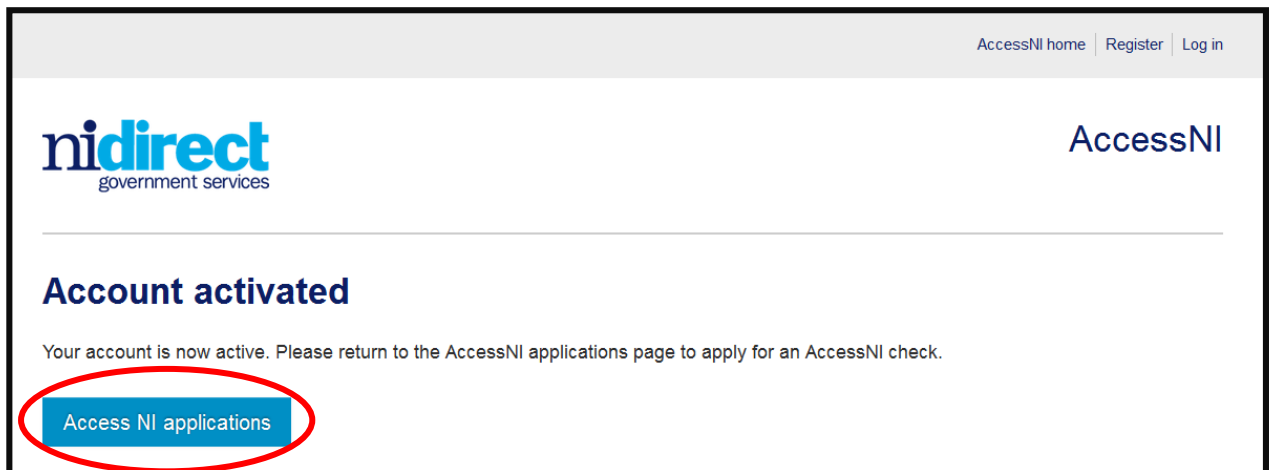
## Step 2

Log on to your email account where you will find a new email from AccessNI, the content of which is as follows:-

You are receiving this email because you have registered for an account on the AccessNI website. Please click the link below to complete the registration.

If this is unexpected, and you haven't registered for an account, please ignore this email.

[Click here to activate your account](#)



AccessNI home | Register | Log in

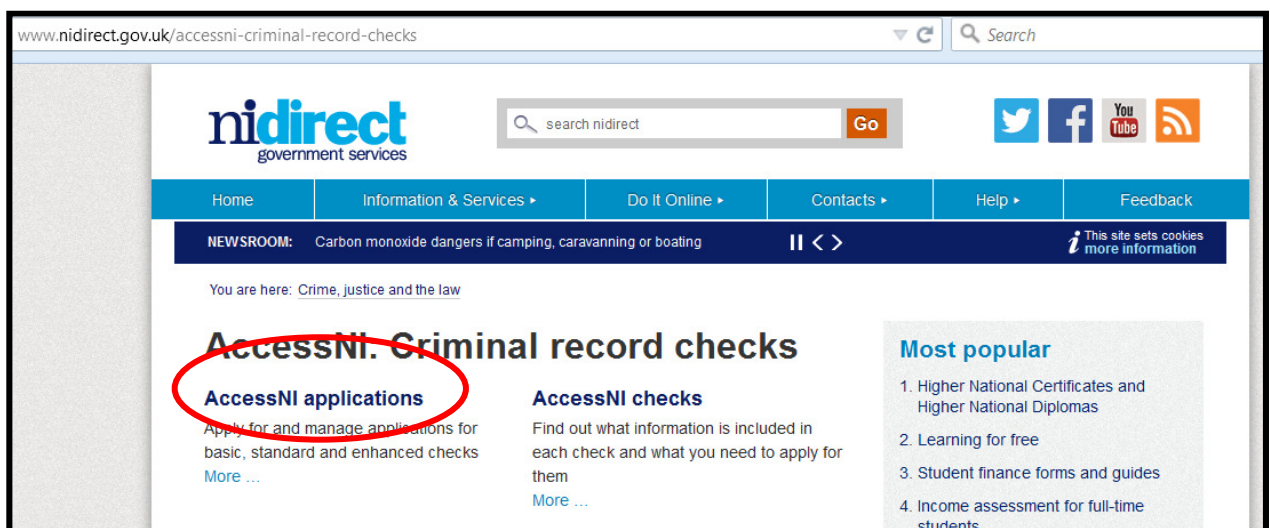
**nidirect**  
government services

AccessNI

## Account activated

Your account is now active. Please return to the AccessNI applications page to apply for an AccessNI check.

[Access NI applications](#)



www.nidirect.gov.uk/accessni-criminal-record-checks

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## AccessNI. Criminal record checks

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## AccessNI applications

When you apply for certain jobs or some voluntary positions, you may be asked for an AccessNI check. You can apply and pay for your own basic check. Standard and enhanced checks must be applied for through registered bodies.

### Enhanced check through a registered body

An enhanced check discloses an individual's full criminal record, giving:

- spent and unspent convictions
- relevant cautions, informed warnings and other non-court disposals from the Police National Computer
- information held by the Disclosure and Barring Service
- information held by the police that is relevant to the role applied for

Enhanced checks are normally needed where the applicant will work or volunteer in a role providing services to, or having close and regular supervision of children or vulnerable adults.

- [Apply for an enhanced check through a registered body](#)

## Apply for an enhanced check through a registered body

An individual cannot apply for an enhanced check. An application for an enhanced check must be counter-signed by an AccessNI registered organisation. You can only apply online if the organisation who asked you to get an enhanced check has provided you with a PIN.

### Before you start

Apply by logging in. If you don't have an account, you can register as part of the application. After registering, you must return to this page to complete your application.

Before beginning you must have with you:

- the PIN given to you by the person who asked you to complete this form
- your address(es) for the last five years
- your National Insurance number
- your driving licence and passport numbers (if you have these documents)

Apply for an enhanced check through a registered body [↗](#)

Enter the PIN number below at [Step 1](#) of the form completion

2	3	8	2	6	8
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Complete the remainder of the step by step instructions on the online form and click on **confirm and proceed** to finish the on-line process.

You will then receive this notification:

## Enhanced disclosure - Step 11 of 11

### Confirmation

Thank you. You have been sent a confirmation email.

This stage of your application for an enhanced check is now complete. Your case reference number is: . Your case has been forwarded to **The Scout Association** |

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 14 calendar days
- 90 per cent of Enhanced Disclosure Certificates within 28 calendar days
- 99 per cent of Enhanced Disclosure Certificates within 60 calendar days

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

You must note below the 10 digit AccessNI reference number in the boxes below so that you can track your application

Application Reference

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The Vetting Team at Gilwell will countersign the electronic application and the application is forwarded online to AccessNI.