
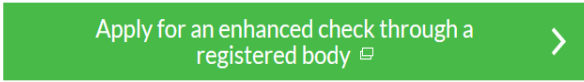


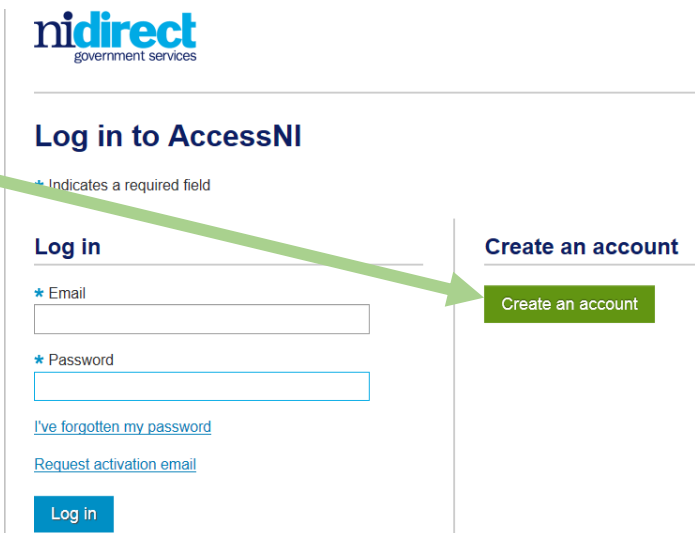
Guidance on Creating an Account and Processing an Access NI Online Application

Before processing your Access NI Application Form online, please ensure you have the following information:

- National Insurance (if applicable)
- Valid/current Driving Licence (if applicable)
- Valid/current Passport (if applicable)
- Make sure you know a 5 year address history
- The Catholic Church Northern Diocese **PIN NUMBER (785587)** you will be asked to enter this number after logging into the Access NI Application Form Website.

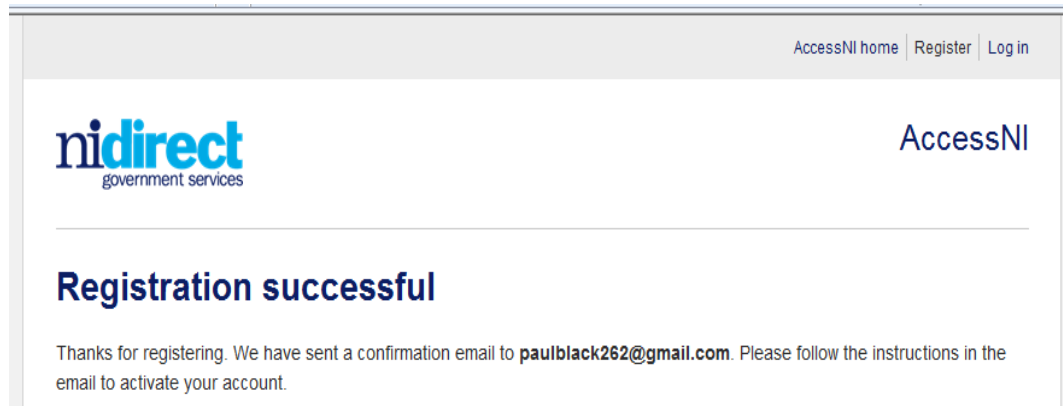
- Please ensure that the Applicant completes Part 1 & PSC Chair completes and signs Part 2 of the ID Verification Form
- The applicant to complete and sign the Confidential Declaration Form, place the form in a sealed envelop.
- Post both these form to: **Vetting Office at least 2 DAYS IN ADVANCE of submitting the Access NI Application online.**

Log into Access NI Website	AccessNI applications nidirect www.nidirect.gov.uk/accessni-applications
@ Home Page, click on:	
Click on	
Create an Account	<p>To Create an Access NI Account : You will be required to create an Access NI Account on the NI Direct portal in order to process a "Standard or Enhanced check"</p> <p>Account creation on NI Direct is a very straightforward process that should take less than 1 minute to complete. Simply follow the steps below:-</p> <p>Step 1 - To commence, click the following link:- https://accessni.nidirect.gov.uk/Account/Login</p> <p>The following page will appear:- (Please ensure you keep a record of the following details)</p> <p>You should click on the Create an account button. You will be taken to the <u>Registration page</u> where you will be required to provide the following information:-</p> <ul style="list-style-type: none"> • Email address – this is the email address you will have to use each time you log into your NI Direct Account



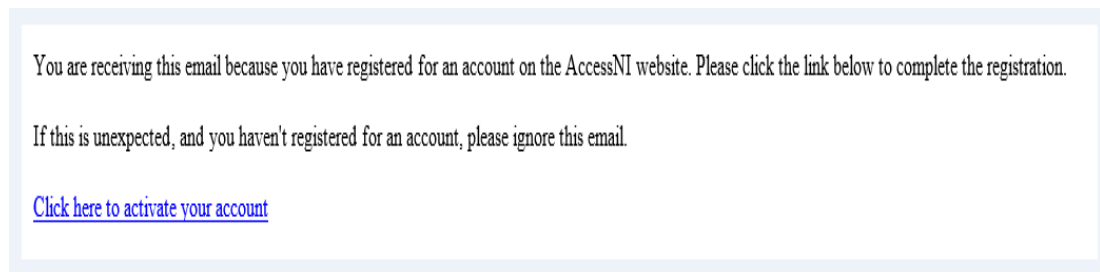
- Password – this must be at least 6 characters and contain at least one number
- Confirm password
- Secret question – for example, “what is the name of my favourite pet?”
- Secret answer – for example, insert the pet’s name
- First name
- Last name

Once you have completed these boxes, click the [Create account](#) button and the following screen message will appear:

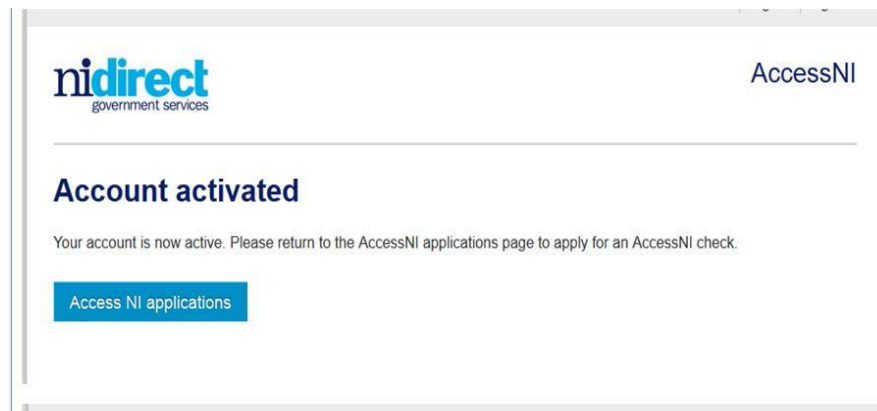


Close website

Step 2: Log on to your email account that you used for Access NI Registration, where you will find a new email from AccessNI, the content of which is as follows:-

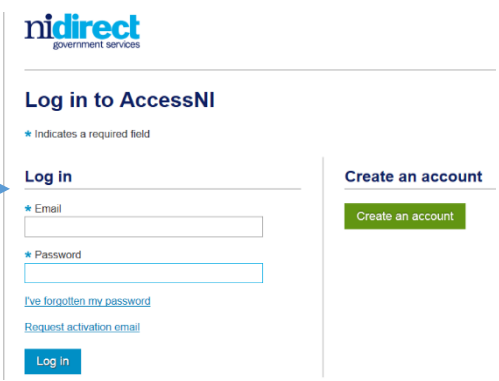


You should click the link [Click here to activate your account](#). Upon doing so, the Account Activated Screen appears.



Step 3: Once you have completed the above short process, you can click on the **AccessNI applications** button to return to the NI Direct website to commence using the AccessNI on-line services.

Create an Account - Process Complete

<p>Login to proceed with on-line Application</p>	<ul style="list-style-type: none"> • <u>At Login Screen - Enter email address & password</u> • Press Login • Enter PIN code (785587) • Press Next • You are now at <u>STEP 3</u> of the online process • Enter all details required <p>PLEASE NOTE: at “Organisation Reference” at STEP 3 please type in your “Diocese” (eg Down and Connor, Armagh, Derry, Dromore, Clougher or Kilmore, <u>Continue to end and submit application</u></p> <p><u>Your online application will be matched with your ID Verification Form and Confidential Declaration Form by Vetting Staff and further processed to Access NI.</u></p> 
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