**Access NI Guidance**

If you are helping out in school as a volunteer and will be with children in an unsupervised capacity, please fill out an Access NI form online. Details on how to do this are below.

**Online Application Process:**

1. Go to [www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body](http://www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body)
2. Register your account by creating a user ID and password (keep these details safe as you will need them to track the progress of your case).
3. Once you have successfully logged in, you will see the main menu page on screen ‘Apply for Disclosure Certificates’.
4. Choose the Enhanced option.
5. Enter the Pin Number below at Step 1 of the form completion.
6. **4 2 4 6 4 5**
7. Complete the remainder of the form and click on SUBMIT to finish the on-line process.
8. **You must take a note of the 10 digit Access NI reference number.**

**Next Steps:**

1. Once you have completed the online application, this will be submitted directly to the Access NI Unit, Education Authority, North Eastern Region. **An ID Validation form** must also be sent **within a few days** of your **online application**. Therefore, please complete the remainder of these steps as soon as you apply online or you may have to start all over again.
2. Please complete page 1 and 2 of the ‘**Access NI Pin Notification and ID Validation Form**’ (which can be downloaded from the school website). Please ensure you complete the Education Authority Version, not the ID Form from Access NI website. Where possible please complete this online.
3. Please ensure you enter your 10 digit unique Access NI Number, received during your online application, on page 1 of the ID Validation Form.
4. Please enter ‘Volunteer for school outings’ or ‘Volunteer for reading support’ etc for the POST. They will no longer accept just ‘Volunteer’.
5. Please ensure you tick the box for UNSUPERVISED.
6. Email this form to the principal (info@tildargps.ballyclare.ni.sch.uk) who will complete pages 3 and 4 (upon *receiving your forms of identification)*.
7. Send at least **3 forms of identification** to the principal. Please see page 4 of the ID Validation form for acceptable forms of identification. Please note the change to acceptable forms of ID required.
8. The principal will then email your ID form directly to the Access NI Unit at the Education Authority, North Eastern Region. Should you not be able to complete the form online you may still complete a hard copy, which will then sent to the Access NI deparment.

*Please ensure you give your completed ‘Access NI Pin Notification and ID Validation Form’ to the principal as soon as you have made your online application, as this form must be received by the Access NI Unit within 14 days of your online application. Please allow within these 14 days: time for the principal to complete pages 3+4, time to check identification documents, and time for postage (should this be required).*

1. Once the Access NI Unit have received **both** your **online application** and the ‘**Access NI PIN Notification and ID Validation Form’** your application will be processed.
2. Please note – A single Access NI certificate will be issued to you only. School will not receive a copy of this, but will receive notification that you have been Access NI approved.
3. Please note – Access NI cover for Volunteers must be renewed annually.