



Applicant instructions

1. Go to www.nidirect.gov.uk/accessni .
2. Select the option AccessNI applications and then click the link to 'Apply for an enhanced check through a registered body'
3. From this web page, click the green button to Apply for an enhanced check through a registered body
4. Register your account by creating a user ID and password and follow online instructions to log in. [keep these details safe as you will need them to track the progress *of your case*].
5. Once you have successfully logged in, you will be taken to the on-line application
6. Enter the **6 digit PIN number (360728)** given to you by your governing body at **Step 1** of the form completion
7. Complete the remainder of the on-line form and click on **Confirm and Proceed** to finish the on-line process. Every time you click next the page will be saved
8. You must **note the 10 digit AccessNI reference number** you are provided with on the confirmation page and email when you complete your details on the AccessNI on-line system.
9. Please return the ID validation form to the person who asked you to undertake an AccessNI check and present relevant identification as listed on final page of the ID validation form.