

GUIDANCE ON COMPLETING ACCESS NI APPLICATION FORM ONLINE

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

- 3 Valid Identification Documents (one from list 1 and 2 from list 2) - see Valid Identity Document
- Make sure you know a 5 year address history
- Make sure you know your National Insurance Number
- **The Catholic Church Northern Diocese PIN NUMBER is (785587)**

If possible, at least 3 days in advance of processing your application online, complete and post the following documents to:

The Registered Person, Catholic Church Northern dioceses Office, Good Shepherd Centre, 511 Ormeau Road, Belfast, BT7 3GE

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- ID Verification Form (Part 1: to be completed by the applicant). When applicant has completed give to the person who asked you to complete the form with your valid ID Documents
- Confidential Declaration Form to be completed by the application, when completed put into an envelope and give to the person who asked you to complete the form

To Begin with on-line application form:

- Logon your Access NI Account
- Go to Access NI Applications (1st Paragraph) – click on “MORE”
- Click on “[Apply for an enhanced check through a registered body](#)” (typed in blue)
- At Login screen: enter email address and password (use the details you entered at the create account screen)
- Log-in (blue button)
- Enter PIN NUMBER (as stated above)
- Proceed with on-line application details
- Scroll down and click on “[Create an account on nidirect](#)” (PDF 151KB)
- Print
- Press the back button
- Click on “[Guidance – enhanced application online](#)” (PDF 282KB)
- Print
- Press the back button
- Click on the Green Box “[Applying for an enhanced check through a registered body](#)”
- Use the two documents you printed (eg [Create and account & Guidance document](#)) to guide you through the online process
- During the process at “Organisation Reference on page “5 of 11” type in the name of Parish or Youth Club & Diocese eg (Armagh, Clogher, Dromore, Derry, D&C, Kilmore)

If you have any difficulties please contact Tel: 02890 492783