

How to complete Access NI vetting

This guide is for Scouters applying for the first time or for renewal

Before you start you will need...

- * **Scouting Ireland Access NI pin number** - Available via SFNI
- * **Your home addresses for the last 5 years**
- * **Your national insurance number**
- * **Your passport and drivers licence numbers (if you have these documents)**

Go to the Access NI website..

- * <https://www.nidirect.gov.uk/information-and-services/accessni-criminal-record-checks/apply-accessni-check>

Apply for an enhanced check

AccessNI: Criminal record checks



Apply for an AccessNI check

- Apply online for a basic check
- Apply online for a basic check through a responsible body
- Apply online for a standard check through a registered body
- Apply online for an enhanced check through a registered body
- Costs and turnaround times
- Log in to an nidirect account

Popular in apply for an accessni check

- Log in to an nidirect account
- Apply online for an enhanced check through a registered body
- Apply online for a basic check
- Apply online for a basic check through a responsible body
- Apply online for a standard check through a registered body

scroll down and click on ..

Create or log in to an nidirect account or apply for an
enhanced check  

Create an account or sign in if you already have one..

Do you have an nidirect account?

I have an account

* Indicates a required field

* Email address

* Password

Sign in

[I've forgotten my password](#)

[Manage my account details](#)

I need an account

Create account

Enter the SI pin code



Enhanced disclosure - Step 1 of 11

* Indicates a required field

PIN code

* Personal Identification Number – PIN

Please enter the PIN code provided by the organisation asking you to complete this application.

Next >

Check the details are correct..



Enhanced disclosure - Step 2 of 11

Confirm body

The selected body is: **Scouting Ireland**


Signatory: **Margaret Mary Moore Lewy**

Click 'Back' to change the body or 'Next' to continue

[← Back](#) [Next →](#)

Complete all of the questions

Enhanced disclosure - Step 3 of 11

 After completing each page, your information is automatically saved.

* Indicates a required field

Applicant's details

* Title

* Surname / Last name

Enter your current surname or last name. This will be the name that appears on your Disclosure Certificate.

* Forename(s) / First name(s)

Please write your full forename(s) / first name(s), not just initials. Include all your forename(s) / first name(s) if you have more than one. This will be the name(s) that appears on your Disclosure Certificate.

Name usually known by

Enter the name by which you are most commonly known.

Complete the ID validation form

- * Download the ID validation form from [here](#)
- * Write in your access ni reference number
- * Your group leader then needs to check your ID
1 form of ID from group 1 and 2 forms of ID from group 2
- * The ID validation form must be signed and sent to SI to Margaret Lewy Moore
- * Only once this verification form is received will the application be complete

What next..

- * Within a few weeks you will receive your access ni form.
- * If it is blank with no convictions your application will have been successful added to the database
- * If there are convictions on your access ni form then SI may need to follow up with you.