

# Applying for an AccessNI check

Browser tabs: Taking Care - Presbyterian C | Child Protection - Forms, Pc | Access NI and Garda Vetting | AccessNI criminal recor | Apply online for an enhanci | Home | nidirect

Address bar: type [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni) into the search bar



Home News Contacts Help Feedback



Home > [Crime, justice and the law](#)



Apply for an AccessNI check

Apply for a basic, standard or enhanced check... [more](#)

**CLICK HERE** →

Costs and turnaround times

Find out about costs and turnaround times for checks... [more](#)

AccessNI for employers

Guidance and online services for AccessNI employers... [more](#)

## 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](#)
- [Other ways to apply](#)

**CLICK HERE** 

### Popular in apply for an accessni check

- [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.](#)
- [Costs and turnaround times](#)

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### Related sites

## AccessNI: Criminal record checks

### Apply online for an enhanced check through a registered body

You need an nidirect account to apply online for an enhanced check. You can only apply if the organisation that asked you to get the check gave you a personal identification number (PIN). Your application must be approved by the AccessNI-registered organisation before being submitted to AccessNI for processing.

#### Before you start

When you create your nidirect account, you'll receive a confirmation email immediately. Once you activate your account you can log in and apply for an enhanced check. You'll need:

- PIN given to you by the organisation that asked you to get an enhanced check
- your home addresses for the last five years
- your National Insurance number
- your driving licence and passport numbers (if you have these documents)

#### AccessNI account

If you used an AccessNI account for earlier checks, you can link this account to your nidirect account. Create an nidirect account or log in to your nidirect account and follow the instructions for linking accounts.


#### Privacy notice

To find out how personal information you send to AccessNI will be handled when using this service, go to:

- [AccessNI privacy notice](#)

#### 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
- Other ways to apply

**CLICK HERE**  [Create or log in to an nidirect account or apply for an enhanced check](#)

# If you have never applied for an online AccessNI check

The screenshot shows a web browser window with several tabs open, including 'Access NI and Garda Vetting'. The address bar shows 'identity.nidirect.gov.uk/Home/Index'. A search bar at the top of the page contains the word 'help' and shows 'No results'. The main content area is titled 'My account' and features the 'nidirect government services' logo. The central heading asks 'Do you have an nidirect account?'. Below this, there are two columns: 'I have an account' and 'I need an account'. The 'I have an account' column includes a legend for required fields, input fields for 'Email address' and 'Password', a 'Sign in' button, and links for 'I've forgotten my password' and 'Manage my account details'. The 'I need an account' column features a green 'Create account' button. A red arrow points from a red-bordered box containing the text 'CLICK HERE' to the 'Create account' button. A 'Contact us' link is visible in the top right corner of the page content.

Add to the favorites bar by selecting ☆, or by getting them from another browser. [Import your favorites](#)

Contact us



My account

**COMPLETE THIS PAGE  
WITH YOUR DETAILS**

### Create an account on nidirect

\* Indicates a required field

\* First name

Middle name(s)

\* Last name

\* Date of birth  
Day Month Year  
- -

\* Your email address  
Your email address will be used when signing in

\* Re-type your email address

\* Create a password  
Your password must be at least 8 characters, contain an uppercase letter, a lowercase letter and one number

\* Re-type your password

**THEN CLICK HERE**

Next >

Add to the favorites bar by selecting ☆, or by getting them from another browser. [Import your favorites](#)

Contact us



My account

**COMPLETE THE REST OF THE FORM**

### Your address

\* Indicates a required field

Postcode  
To find your address please enter a valid NI postcode and select find address  
 [Find address](#)

If you cannot find your address, or you live outside of Northern Ireland, please enter your details below.

\* Address line 1

\* Address line 2

Address line 3

\* Country  
-- Please Select --

Postcode

Contact number  
We will not share your number, we will only use it to manage your account

**Declaration**  
By using this service you agree that your details may be shared with other government parties solely to confirm your identity.

I agree

[Back](#) [Create account](#)

**THEN CLICK HERE TO CREATE YOUR NIDA (NIDirect Account)**

Add to the favorites bar by selecting ☆, or by getting them from another browser. [Import your favorites](#)

**You should then see this message**

[Contact us](#)



My account

### Account registration successful

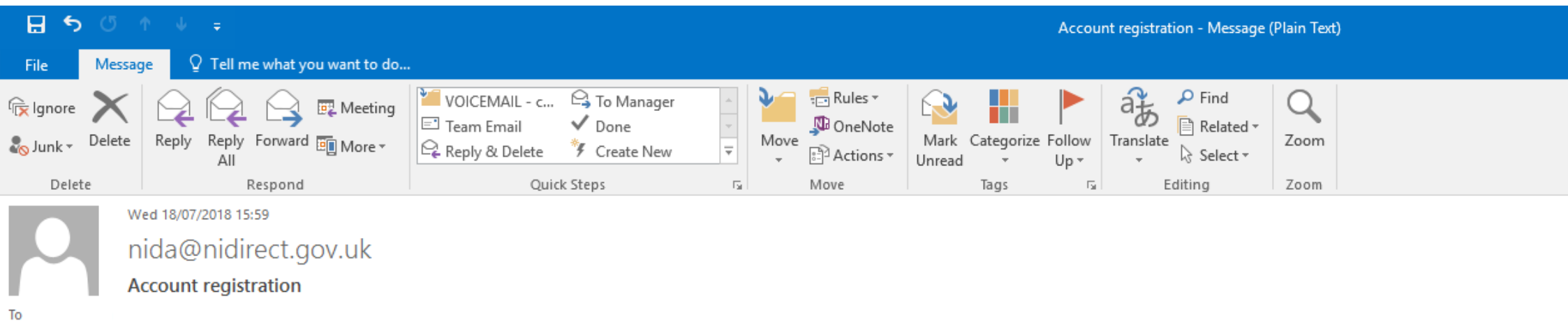
The first part of your registration is complete. You need to activate your account before you can log on.

We have sent a confirmation email to **an@example.co.uk**

Follow the instructions to activate your account.

If you do not activate your account within 24 hours you will need to re-register.

When you log in to the email account that you registered, you should have received an email like the one below



You have received this email because you have registered for an nidirect account. Click the link below to complete your registration.

This activation email will only be valid for 24 hours. If you do not activate your account within 24 hours you will need to re-register.

← **PLEASE NOTE !**

Click here to activate your account:

<https://identity.nidirect.gov.uk/EmailValidation/Activate/a2ec404b-3236-41aa-a82c-b53f8b4dd800>

← **CLICK HERE**

After your account is activated you can still make changes to your details by clicking:

<https://identity.nidirect.gov.uk/Account/>

If this email is unexpected, and you haven't registered for an account with nidirect, please ignore it.



When you click on the link, a new screen should open -  
showing the following message

The screenshot shows a web browser window with the following elements:


- Browser Tabs:** Taking Care - Presbyterian C, Child Protection - Forms, Pc, Access NI and Garda Vettin, Apply online for an enhanc, NIDA Account creation conl, NIDA | Email Validation.
- Address Bar:** identity.nirect.gov.uk/EmailValidation/Activate/a2ec404b-3236-41aa-a82c-b53f8b4dd800
- Search Bar:** Find on page help, No results, Options.
- Page Content:**
  - Top right: [Contact us](#)
  - Logo: **nirect** government services
  - Header: [My account](#)
  - Section Header: **Your nirect account is now active**
  - Text: Return to nirect to use the service you require.
  - Button: [Return to nirect](#)
- Annotations:** A red box with the text "CLICK HERE" and a red arrow pointing to the "Return to nirect" button.
- Footer:** © Crown copyright | [Terms and conditions](#) | [Privacy](#) | [Cookies](#)
- Taskbar:** Windows Start button, Search Windows, and various application icons (Edge, File Explorer, Outlook, PowerPoint, Word, Excel, etc.).
- System Tray:** Shows the time as 16:00 and the date as 18/07/2018.

When you click 'Return to nidirect', you will be taken to their home screen below

The screenshot shows the nidirect.gov.uk website. The browser's address bar contains the URL <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>. The website header includes the nidirect and tédíreach logos, a search bar, and navigation links: Home, News, Contacts, Help, Feedback. The main content area is organized into two columns. The left column, titled 'Information and services', lists various categories with brief descriptions and 'more' links: Motoring, Money, tax and benefits, Pensions and retirement planning, Government, citizens and rights, Education, learning and skills, Property and housing, Employment, Travel, transport and roads, People with disabilities, and Parents. The right column, titled 'Popular information', lists services such as Bank holidays, MOT/vehicle test appointments, Universal Credit, and AccessNI criminal record checks. Below this is the 'Popular services' section, which includes links for booking MOT/vehicle tests, applying for an enhanced check through a registered body (highlighted with a red arrow and 'CLICK HERE' box), booking theory tests, practical driving tests, and renewing driving licences. A 'Met Office weather' button is also present.

Add to the favorites bar by selecting ☆, or by getting them from another browser. [Import your favorites](#)

## AccessNI: Criminal record checks



### Apply online for an enhanced check through a registered body

You need an nidirect account to apply online for an enhanced check. You can only apply if the organisation that asked you to get the check gave you a personal identification number (PIN). Your application must be approved by the AccessNI-registered organisation before being submitted to AccessNI for processing.

#### Before you start

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#### Privacy notice

To find out how personal information you send to AccessNI will be handled when using this service, go to:

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#### Apply for an AccessNI check

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- [Costs and turnaround times](#)
- [Other ways to apply](#)

**CLICK HERE**



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

# If you have already applied for an online AccessNI check before OR have already created a NIDA

identity.nidirect.gov.uk/Home/Index

Find on page help No results Options

Contact us

**nidirect**  
government services

My account

## 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](#)

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16:02  
18/07/2018

**COMPLETE YOUR  
LOG IN DETAILS**

**THEN CLICK HERE**





## Capture contact details

\* Indicates a required field

You have successfully logged in to the AccessNI application.

By completing the details below you consent to AccessNI storing the details about you. AccessNI will use this information to assist you in completing your applications.

### About you

Title

\* First name

\* Last name

Home phone

Mobile phone

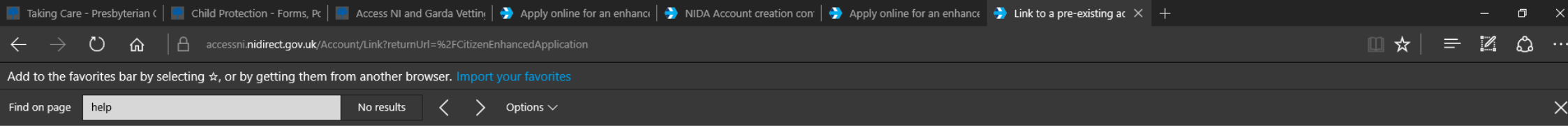
### Your address

Search for postcodes

**COMPLETE THIS PAGE WITH YOUR DETAILS**

**AT THE VERY BOTTOM OF THE PAGE, CLICK 'Save changes'**

You should now see the page below



AccessNI home | My applications | C M ▾

**nidirect**  
government services

AccessNI

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## Link to a pre-existing account

You have successfully logged into the AccessNI system and can now make an application.

Before you do so have you made an application to AccessNI before?

If you click 'No', you will be taken to the screen below

AccessNI home | My applications | C M ▾

**nidirect**  
government services

AccessNI

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### No pre-existing account

Please confirm that you have not made an application to AccessNI before.

Clicking YES means that if you have made an application to AccessNI before, you can no longer see details of this.

If you discover after this that you have made an application to AccessNI before and want to see this you will have to contact AccessNI.

If you click 'Yes', you will be taken to the screen below


**nidirect**  
government services

AccessNI

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### Confirm link to a pre-existing account

Do you still want to see the details of your previous applications?



7 Click Yes again to confirm

When you log in to AccessNI to apply for a check, you will arrive at this page of the application form.  
The PIN code will always be found on the current PCI application form which should have been printed off first, from the PCI website

AccessNI home | My applications | C M

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government services

AccessNI

1 2 3 4 5 6 7 8 9 10 11

## 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 >

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