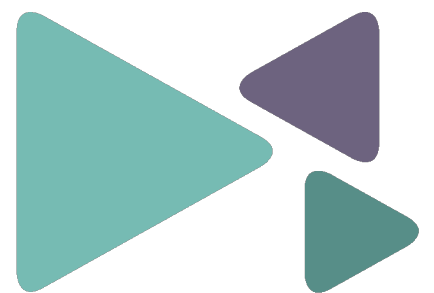


AccessNI Guidance



disclosure
services

Expert Support. Informed Clients. Clear Decisions.

AccessNI Guidance

What is an AccessNI Check?

Applicants who work in Northern Ireland can apply for an AccessNI Check online. The 3 levels of checks are Basic, Standard and Enhanced. Some organisations are required by law to consider the suitability of applicants for certain positions or to ensure that they are not barred from working with vulnerable groups.

What do the 3 levels of AccessNI Check cover?

- AccessNI Basic Check – An AccessNI Basic Check contains details of all convictions considered to be unspent
- AccessNI Standard Check – An AccessNI Standard Check contains details of all spent and unspent convictions, informed warnings, cautions and diversionary youth conferences
- AccessNI Enhanced Check – An AccessNI Enhanced Check contains the same information as a Standard Check and police records held locally. To work with children and vulnerable adults, the check may include information held by the Disclosure and Barring Service (DBS)

Level of check	Unspent convictions	Spent convictions	Barred lists	Relevant police information	Cautions
Basic	Yes	No	No	No	No
Standard	Yes	Yes	No	No	Yes
Enhanced	Yes	Yes	Yes	Yes	Yes

Who is entitled to an AccessNI check?

Applicants who work in Northern Ireland can apply for an AccessNI check online. The level of check is dependant on the role and setting that the role is carried out in.

How do you apply for an AccessNI check?

If your organisation is registered with Disclosure Services, the employer would need to send an email across to info@disclosureservices.com requesting an AccessNI check to be carried out. We will provide the employer with the guidance and PIN number that the applicant will require in order to complete the application online.

If they're not currently registered with Disclosure Services, you can register for free by navigating to our contact us page and selecting "New Customers"

The image shows a screenshot of the Disclosure Services website. It features two main navigation options. The first is 'Have a question? Send an enquiry', which includes a sub-headline 'Send an enquiry' and a button labeled 'Send enquiry'. The second is 'New customers More information', which includes a sub-headline 'New customers' and a button labeled 'New customers' that is highlighted with a red border. To the right of the 'New customers' section is a login form with fields for 'User name' and 'Password', and a 'Log in your account' button. The background of the website shows a group of people sitting on a sofa.



Disclosure Services
Ellice House
Ellice Way
Yale Business Village
Wrexham
LL13 7YL

✉ info@disclosureservices.com

🌐 www.disclosureservices.com

☎ 01978 510100



MINDFUL
EMPLOYER

