

HINTS ON COMPLETING AN ACCESSNI APPLICATION

To carry out a thorough background check on those who are working with children and vulnerable adults, AccessNI must have all the necessary personal information. Applicants must therefore provide comprehensive, accurate information. While an applicant's AccessNI application is pre-populated by the name, address and date of birth contained within the NIDirect Account, on receipt of a Vetting Application Form, the Vetting Office is obliged to cross - reference all information provided by an applicant to ensure that accurate details are available to AccessNI. To avoid delays in the processing of an application, we would ask all PSCs to ensure that their applicants are aware of the following potential issues which could result in an online application being returned by the Vetting Office for correction/clarification.

Names

Please emphasise to your applicants that they must provide **all forenames and last names** that they may have ever been known by.

e.g., If an applicant indicates that she is married and does not include a former name or if an applicant's email address suggests that they may have an additional, undisclosed name, we are obliged by AccessNI to query it which means returning it to the applicant.

Addresses

Please emphasise to your applicants that they must provide accurate information about current and past addresses (within the last 5 years.)

e.g., If the address on the Vetting Application Form does not match the online application, we are obliged by AccessNI to query it which means returning it to the applicant.

Uploading Documents

The applicant is required to upload 2 documents in support of their online application. These documents must correspond with the information contained within both the paper and online applications.

If uploaded documents do not correspond with application details (e.g., a Driving Licence shows a different address which has not been included in the address history) – the online application will be returned for amendment.

If you have any queries about the vetting process or about the necessity to vet any particular role within your parish, please contact the Vetting Office directly at: -

Telephone: 028 90 492783 or Email: vetting@soddc.org