

# Access NI Disclosure – Guidance Notes



In order to make an application you will need to complete the online Access NI application form **and** an I.D validation form, to present with relevant documents.

Please read the below guidance notes carefully **before** completing the form.

Before you start completing the form, you should have the following information to hand :-

- National Insurance Number (If you have one)
- Driving Licence (if you have one)
- Passport (if you have one)
- Addresses at which you have lived in the past 5 years (along with corresponding dates)

1. Go to [HERE](#)
2. From this page, click the green button on the bottom left to ***Apply for an enhanced check through a registered body.***
3. Register your account by creating a user ID and password and follow online instruction to log in (keep these details safe – you will need them to track the progress of your case should you wish to)
4. Once you have successfully logged in you will be taken to the on-line application
5. You will be asked for the **6 digit PIN number (below)** at step 1 on the form

5	3	8	1	8	4
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6. Complete the remainder of the on-line form and click on **Confirm and Proceed** to finish the on-line process. Every time you click next, the page will be saved
7. **Note the 10 digit Access NI reference number** and insert this into the boxes provided on the [ID validation form](#)

8	0	0	6	1	6	5	3	1	1
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8. Complete the rest of the ID Validation from
9. Validation ID should be presented in person to the verifier and submitted to Mountaineering Ireland for record. The verifier should be either a club child protection officer, Mountaineering Ireland youth Co-Ordinator or Mountaineering Ireland Safeguarding Officer.