



Update to ACCESSNI Garda Vetting September 2025

There have been some important changes to the ACCESS NI garda vetting processes and these changes aim to enhance the efficiency and strength of Child Safeguarding procedures.

These changed only apply in the North of Ireland

Access NI checks will start issuing only **Digital Disclosure Certificates** from 1st September 2025; paper-based Disclosure Certificates will no longer be issued from that date.

Up to now, applicants could opt to have their disclosure certificates issued to them either in paper or in digital formats and around 60% have been choosing digital. If information was to be disclosed on a certificate, Access NI processes defaulted to issuing a paper version to the applicant. With this move away from paper-based certificates, criminal history information will appear on digital certificates for the first time.

There are several good reasons why Access NI are making this change:

- Certificates will be available in the applicant's account as soon as it has been processed to allow them to pass on to, for example, an employer or voluntary organisation to consider for a speedier recruitment decision.
- The applicant retains control over the certificate by sending a 'token' that allows the recipient to view the certificate as part of their decision-making process.
- The 'token' can be issued as many times and to as many others as the applicant wishes.
- The certificate is retained securely by the applicant in their account.
- Certificates cannot be forged as they are viewed only online via the 'token,' increasing their trustworthiness.
- Certificates will not be lost, misplaced or mis-delivered by the postal service thus adding to the security of the applicant's information.
- Significant savings will be made through the cutting of the associated costs of issuing paper certificates (bespoke paper, envelopes, printing, and postage).

Mountaineering Ireland Access NI Vetting Application Process	
Step One	<p>Create a (or log into your) NI Direct LOA2 account (nidirect.gov.uk).</p> <ul style="list-style-type: none"> You can do this even if you live outside NI (enter your address manually).
Step Two	<p>Enter the PIN code provided by the organisation asking you to complete this application.</p> <p>https://www.mountaineering.ie/files/Access-NI-Form-2024.pdf</p>
Step Three	<p>Apply for your disclosure certificate online.</p> <ul style="list-style-type: none"> Upload 2 forms of ID (e.g. birth certificate + passport/driving licence). Ensure uploads are clear and in date.
Step Four	<p>Wait for approval – NISF will check details and may return your application if corrections are needed.</p>
Step Five	<p>Receive your certificate digitally in your NI Direct account.</p>
Step Six	<p>Share your certificate:</p> <ul style="list-style-type: none"> Log into NI Direct → choose <i>Share Certificate</i>. Enter ricky@mountaineering.ie (for Mountaineering Ireland). A secure link is emailed (valid 5 days, viewable once). If needed again, you must re-send.