

## 1.19 Guidance for completing the Disclosure Certificate Application Form

- 1.19.1 Please read the following carefully before completing the Form. Failure to complete the Disclosure Certificate Application Form correctly may result in a delay or the Form being returned unprocessed.

### Figure 5 - Do's and Don'ts for completing the Application Form

<ul style="list-style-type: none"><li>✓ Do use black ink throughout</li><li>✓ Do use one letter or number for each box</li><li>✓ Do put a line through a mistake, and correct it to the right</li><li>✓ Do mark choices in the box with a cross</li><li>✓ Do return your completed Application Form to the person who asked you to apply. (Standard and Enhanced only).</li><li>✓ Do ensure all relevant areas are completed and all relevant boxes marked.</li><li>✓ Do keep all print within boxes provided</li></ul>	<ul style="list-style-type: none"><li>✗ Don't use stamps, staples or stickers on the form</li><li>✗ Don't use correction fluid to correct mistakes (if you do make a mistake, draw a line through it and enter the correct information)</li></ul>
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These Guidance Notes contain step-by-step notes on how to complete your Disclosure Application Form. If you have any questions about completing it, please call our helpline on 028 9025 9100, or visit our website at [www.accessni.gov.uk](http://www.accessni.gov.uk). In the case of Standard and Enhanced Disclosures you may wish to speak to your Registered Body first for assistance.

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## Basic Disclosures

For individuals applying directly to AccessNI:

Applicants should complete Parts A, B and C of the Application Form and have Part D validated for identification purposes by a PSNI officer and submitted to AccessNI along with the appropriate fee, Part F. – see section 1.15 of this guide concerning payment methods, or visit our website for information on cost of Disclosures.

The Disclosure Certificate will be sent to you unless you have stipulated otherwise.

## Standard or Enhanced Disclosures

The Registered Body will tell you which type of Disclosure is required.

You should complete Parts A, B and C of the Application Form before forwarding it to the Registered Body, ie whoever asked you to apply.

Parts E, F, and G of the Application Form will be completed by the Registered Body.

Two Disclosure Certificates will be issued, one to the Applicant and one to the Registered Body that countersigned the Application.

### Part A – Type of Application

Indicate the type of Disclosure being requested by marking 'X' in the appropriate box. If you are unsure in respect of Standard or Enhanced Disclosures, speak to your Registered Body who will advise you.

### Part B – Personal Details

- B1 Title** Mark an 'X' clearly in the appropriate box. Examples of 'other' may be 'Reverend', 'Sister' etc.
- B2 Surname** Enter your current Surname or last name. This will be the name that appears on your Disclosure Certificate.
- B3 Forename(s)** Please write your full first name not just initials. Include all your forenames if you have more than one.
- B4 Name usually known by** Use this section to include abbreviations, nicknames etc by which you are more commonly known.
- B5 Surname at birth (if different).** If your surname at birth was different from your current surname please provide details and the date during which the names were used. This would only be applicable where your surname is different from your current surname eg marriage, deed poll etc.

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- B6 Any other surname(s) used?** One of the boxes must be marked. This applies to all other previously used surnames you have used during your lifetime eg previous marriages, previous deed poll changes. Please also supply dates of changes.
- B7 Any other forename(s) used?** One of the boxes must be marked. This applies to all previous forenames you have used during your lifetime and the dates when these names were used.
- B8 Gender** Mark on the appropriate box. If you are a transgender and do not wish your employer to know of your previous gender, please contact AccessNI for advice.
- B9 Date of Birth** enter the day, month and year you were born in the format DD/MM/YYYY – e.g. 04/03/1960.
- B10 Place of Birth** Enter the name of the town and the country where you were born.
- B11 Mothers Maiden Name** This should be the birth surname used by your mother/adoptive mother prior to any subsequent surname change, eg marriage, deed poll, etc.
- B12 National Insurance Number** Enter in spaces provided. This can normally be found on your payslip or any personalised Customs and Revenue Documents.
- B13 Driving Licence Number** Enter the full Driving Licence number as found on your UK driving licence (point 5 on your driving licence refers) and the issue date (point 4a on your driving licence refers). If you do not have a UK driving licence – enter N/A in the boxes provided.
- B14 Passport Number** Enter your UK passport number and date of issue. The passport should be valid. If you do not have a passport – enter N/A in the boxes provided.
- B15 Home Telephone Number** Enter your home telephone number with the STD code at which AccessNI will be able to contact you if necessary. Please note that if you leave this blank and we are unable to contact you, it could result in a delay in processing your Application. Do not leave any spaces between numbers when entering your telephone number.
- B16 Preferred contact number** Enter the number that you would prefer to be contacted on by AccessNI if necessary eg mobile phone number.
- B17 e-mail address** – please ensure that if your e-mail address is shared that you have no objections to others reading any correspondence that you may enter into with AccessNI. Otherwise you do not need to provide details of your e-mail address.

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**B18- B22 Current Address** Please note that this will be the delivery address of the Disclosure Certificate. It should be your home address or, where this is not possible, Halls of Residence or temporary lodgings. Also include the date from which you have been a resident at this address. Each section must be completed.

**B23 –B26 Delivery Address (if different)** This is the address to which you would prefer AccessNI forward the Disclosure Certificate. If it is the same as your current address please write 'as above'.

In certain circumstances in respect of Basic Disclosures, your potential employer may ask you to provide their address instead of your own, in which case you insert their address in this section.

**B27- B36 Previous Address(es)** If you have lived at your current address for less than 5 years you will need to provide your continuous address history for the last 5 years. You should include addresses outside the UK where necessary. There must be no gaps or overlapping in the addresses provided for this period. Please give full address details, including postcode and the dates at which you resided at these addresses. If you do not provide a full 5 year address history your form will be returned.

### **Part C – Declaration by Applicant**

**CI Declaration** Please read this section carefully as it is where you declare that all the information provided is correct and up to date. You must provide your signature and ensure that you print your full name and enter the date on this section of the form.

### **Part D – Basic Check Identification**

If the Application is for a Basic Disclosure, AccessNI requires that sections A, B, and C are completed and taken by the Applicant, along with the relevant identification documents, to a PSNI Station for verification of identity. If this is not possible please contact AccessNI for advice.

- **Evidence of Identity** The Applicant must ensure that they attend a PSNI Station with the correct forms of identification as set out on the Application Form. If this is not possible, they should contact AccessNI for advice.
- **Evidence seen and checked** The Police Officer will verify identification and confirm this on the Application Form.
- **Police Station stamp** The Police Officer will stamp the Application Form with the Station stamp, which shows location and date.

If the Disclosure applied for is Standard or Enhanced please ensure that Parts A, B, and C of the Form are completed and sent to your Registered Body for completion of Parts E, F and G with the acceptable forms of identification as listed in the Application Form under the section entitled Proving Your Identity. If the Registered Body is paying for this Disclosure please pass the completed form back to them. Any queries regarding payment should be referred to the Registered Body.

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**Part E – Standard and Enhanced Checks only and to be completed by the Registered Body**

- E1 **Position Applied For** This should be the job title and brief job description of the post applied for eg school teacher.
- E2 **Organisation Name** This section is for details of the organisation countersigning the Application.
- E3 **Working from home** – This is to advise if the Applicant will be carrying out his/her work in their own home.
- E4 **Exempted Question** – for Standard Disclosures the Countersignatory must confirm that the Application is made to ask an exempted question. An ‘exempted question’ relates to the Standard Disclosure process. Ordinarily, due to the Rehabilitation of Offenders (Northern Ireland) Order 1978, an employer is entitled only to request an individual’s unspent record. However, exceptions are made in the Rehabilitation of Offenders (Exceptions) Order 1979 which lists the circumstances in which an employer may apply for a Standard disclosure. An Application for a Disclosure in these cases is said to be an ‘exempted question’.
- E5 **Prescribed Purpose** – For Enhanced Disclosures the Countersignatory must confirm that the Certificate is for a Prescribed Purpose.
- E6 **Lists of Individuals disqualified from Working with Children** - the Countersignatory must confirm that the Certificate is for a job involving working with children.
- E7 **Lists of Individuals disqualified from Working with Adults at Risk** the Countersignatory must confirm that the Certificate is for a job involving working with adults at risk.
- E8 **Identity Confirmed** – The Countersignatory must check the Applicant’s identity documents and indicate they have done so by marking the box.
- E9 **Date** – This is the date the Applicant’s identity was confirmed.
- E10 **Registered Body Name** – This is the name of the organisation registered with AccessNI.
- E11 **Registered Body Number** – This is the Unique Reference Number provided by AccessNI to a Registered Body, at the time of registration.
- E12 **Countersignatory Number** – This is the Unique Reference Number provided by AccessNI to a Lead Signatory or Countersignatory, once they become registered.

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## **Part F – Method of Payment**

This section is to be completed by the Applicant in respect of Basic Disclosures and to be completed by the Registered Body in respect of Standard and Enhanced Disclosures.

### **Payment**

- F1 If you are required to make a payment please select your method of payment in this section. Only one method should be selected. Please note that all Applications for Basic Checks must be accompanied by payment.
- F2 If paying by cheque make it payable to 'AccessNI'. You should complete the details of the cheque onto the relevant section of the Application Form.
- F3 **Credit Card number** – this is the main number on the front of the card being used for payment.
- F4 **Expiry date** – enter details of the month and year in which the card expires eg 05/10.
- F5 **Issue number** – this applies to Maestro cards only.
- F6 **Start date** – this is the date the card became valid.
- F7 **Card security code** - these are the last three digits of the number on the back of the card.
- F8 **Name on card** - please ensure this is recorded exactly as stipulated on the card.
- F9 **Signature of the cardholder** - this is the signature of the person in F8.
- F10 **Signature date** - this is the date this section was completed by the cardholder.

### **Part G – Declaration by the Registered Body**

**Declaration** – this must be signed and dated by the Lead Signatory or Countersignatory before being passed to AccessNI. Failure to sign and date will result in the Application Form being returned unprocessed.

- G1 **Signature of Registered Person** – this is the signature of the Lead Signatory or Countersignatory in the Registered Body to whom AccessNI will contact with any queries in respect of the Application – this name should correspond with the Countersignatory number at E12.
- G2 **Name of Registered Person** – this is the name, in capital letters of the person in G1.
- G3 **Date** – this is the date on which the declaration was made by the person in G1.

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### **Final checklist for Basic Disclosures**

- ✓ Are all relevant sections fully and correctly completed?
- ✓ Is there a full and detailed account of the Applicant address history for the last five years? (There should be no gaps or overlaps in the dates)?
- ✓ Has identity been validated by a PSNI Officer?
- ✓ Has the correct fee been enclosed?
- ✓ Have you signed the declaration?

If the answer to all of the above is yes, then the Application Form can be sent to AccessNI.

### **Final checklist for Standard and Enhanced Disclosures**

- ✓ Are all relevant sections fully and correctly completed?
- ✓ Have you validated the Applicant's identity?
- ✓ Is there a full and detailed account of the Applicant address history for the last five years? (There should be no gaps or overlaps in the dates)?
- ✓ Has the correct fee been enclosed if requested by the Registered Body?
- ✓ Have you signed the declaration?

*If the answer to all of the above is yes, then the Application Form (fees, if applicable) and identity validation documents can be given to your Registered Body.*