

# Thirtyone:eight AccessNI Disclosure Validation Form

If the completed AccessNI Disclosure Validation Form is not received by thirtyone:eight within 90 days of the online application being created, it will automatically be removed from the system by AccessNI.

## Part A - Applicant instructions and declaration.

1) Go to <a href="http://www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body">www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body</a>										
2) Select the green button to create a NIDirect account and apply for an enhanced check. A guide to help with starting the application can be viewed <a href="#">here</a>										
3) A digital identity validation will be conducted when you create or uplift your NIDirect account. Your current name, DoB and current address will be verified by NiDirect. You will be asked to upload the required identity documentation and provide a selfie. Instructions will appear on screen. If you have any problems creating this account contact NIDirect on 0300 200 7868										
4) Once you are logged in, you will be taken to the on-line AccessNI application										
5) Enter the PIN number <b>211403</b> in the online application form when prompted. You should see our name ( <b>Thirtyone:eight</b> ) and the name of our Lead counter signatory ( <b>Matthew Coady</b> ).										
6) Complete the remainder of the application form.										
7) You will be prompted to upload <b>two</b> identity documents, chosen from the AccessNI list provided, to the application form to allow the thirtyone:eight to verify that your middle names and previous surnames have been provided. To help avoid delays, where possible the following documents should be uploaded with the application form: <ul style="list-style-type: none"><li>• Applicant's birth certificate issued at time of birth or another suitable document that confirms the name(s) at birth and date of birth.</li><li>• A document that contains both the applicant's current name and photograph</li></ul>										
8) Complete the remaining questions and declaration.										
9) You will be issued with a AccessNI reference number. Please write it in the below boxes.  Application Reference : <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										

### Applicant declaration

I confirm and acknowledge that any mistakes on my online application form (e.g., uploading incorrect ID documents or missing any names off the application form) will delay my AccessNI check from being processed and will incur an extra cost for my organisation.
I confirm that I have read the <a href="#">ANI Applicant Information leaflet</a> .
<b>Print name:</b>
<b>Signature:</b>
<b>Date:</b>

The completed form should now be returned to Recruiter in your organisation (the person who provided the details for this application to be started).

Recruiters section of the Validation Form continues the next page.

## Part B - Must be completed by the Recruiter.

Please thoroughly answer ALL the questions below to avoid this form being returned for correction:

1) How is the applicant eligible for the level of ANI disclosure being requested:		
2) Will the work be carried out in the home of the applicant?	YES	NO
3) Is the applicant working in Regulated Activity with children and therefore requires a check of the Children's Barred List?	YES	NO
4) Is the applicant working in Regulated Activity with adults at risk and therefore requires a check of the Adult's Barred List?	YES	NO
5) Is the applicant in receipt of any payment (except for travel and other approved out of pocket expenses)?*	YES	NO
6) Is the applicant on a placement which is a requirement of a qualification?*	YES	NO
7) Is the applicant on a course that requires them to do this job role?*	YES	NO
8) Is the applicant in a trainee position that will lead to a full-time *role/qualification?	YES	NO

By signing below, I confirm that:

1) I have read the thirtyone:eight eligibility guidance and the applicant is legally entitled to a criminal records disclosure check.
2) This ANI check is the last stage of a safer recruitment process that we have completed – see <a href="https://thirtyoneeight.org/dashboard/resources-library/practice-guides/recruiting-safely/">https://thirtyoneeight.org/dashboard/resources-library/practice-guides/recruiting-safely/</a>
3) The information provided is complete and true and to knowingly make a false statement for this purpose may be a criminal offence.
4) I have explained to the applicant that it is a criminal offence for them to apply to work in Regulated Activity if they have been barred from working with the appropriate group.
5) (Where applicable) I confirm that I have the applicant's permission to progress with a barred list check.
6) (Where applicable) I have carried out a Right to Work Check.
7) The applicant has been provided with the Applicant Information Leaflet (download a copy at <a href="#">ANI Applicant Information leaflet</a> ).
<b>Organisation reference number:</b>
<b>Print name:</b>
<b>Signature:</b>
<b>Date:</b>

\* If the answer to any of these questions is a 'yes' there will be an additional ANI fee levied as the applicant will not qualify for a volunteer check. Fees will be taken by Thirtyone:eight and paid direct to ANI on your behalf

The completed form should be emailed to [disclosure@thirtyoneeight.org](mailto:disclosure@thirtyoneeight.org)