## ID Checker’s Guidance

**How to apply for an Access NI application for a volunteer.**

**You, as the ID checker, will need to have a full appointment on scouts.org.uk.**

**You will be required to meet with the applicant face-to face to check their original identity**

**documents and complete their application.**

**Before the meeting**

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| In advance of your meeting with the new applicant you will need   * Your scouts.org.uk Login Username and Password * Invitation Letter * A suitable venue with wifi/web access and a computer/laptop to use during the meeting.   The applicant should already be added to scouts.org.uk  **Important: Please read the Access Northern Ireland Guidance to Identity Checking:** [a-guide-to-identity-checking-fo-accessn-applications-july-2021-2.pdf](https://www.nidirect.gov.uk/sites/default/files/2022-02/a-guide-to-identity-checking-fo-accessn-applications-july-2021-2.pdf)   1. Make an appointment by talking to the new applicant and by using the Invitation Letter. Applicants must have a copy of the Invitation Letter as it signposts them to the Scouts’ Data Protection Policy, ANI Code of Practice and Privacy Notice; and also instructs them on how to open their ANI account. 2. Ask the new applicant to create an AccessNI NI Direct online account (step by step instructions on page 3). They could do this with you or before your meeting. Make sure they know to complete page 2 with details of their Referees. 3. Ask the applicant to bring their completed Invitation Letter and the 7 items as detailed on the Invitation Letter to the meeting. |

**During the meeting with the new applicant**

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| Step 1  Carefully check and cross match the new applicant’s ID documents, discussing any name changes and address history. Three documents should be produced in the name of the applicant; **one from Group 1 and two from Group 1 or 2a or 2b.** At least one document must show the applicant’s current address. If this is not possible, then four documents from Group 2a and 2b should be produced, one of which being a birth certificate issued after the time of birth. One document must show the applicant’s current address.   * You must only accept valid, current, and original documentation * You must not accept photocopies or documentation printed from the internet e.g. internet bank statements * You must ensure that the applicant declares all previous name changes and provides documentary proof to support this change of name. If the applicant is unable to provide this proof, you will need to have a discussion with the applicant about the reasons why, before considering validating their identity.   See [a-guide-to-identity-checking-fo-accessn-applications-july-2021-2.pdf](https://www.nidirect.gov.uk/sites/default/files/2022-02/a-guide-to-identity-checking-fo-accessn-applications-july-2021-2.pdf) for further guidance |
| **Step 2**  Log in to scouts.org.uk to complete the applicant’s disclosure application, following instructions on the system. |
| **Step 3**  This must be carried out immediately after adding the new applicant to scouts.org.uk  Find [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni)  Then **AccessNI applications**, then **apply for an enhanced check through a registered body**, then green button, **apply for an enhanced check through a registered body**.  Enter the new **applicant’s own** email address and password that they created themselves prior to the meeting.  Complete the AccessNI online application. Step by step instructions are available on [www.scoutsni.com](http://www.scoutsni.com)  Step 1 - PIN Number **386618**  Step 5 – **The Scout Association**  The new applicant takes a note of the 10 digit case reference number so that they can trace their application on the AccessNI website. |

The meeting with the new applicant is now finished.