## ID Checker’s Guidance

**How to support an applicant in obtaining an**

**Access NI Criminal Records Check.**

**NOTE: THIS DOCUMENT REFLECTS ACCESS NORTHERN IRELAND**

**REQUIREMENT CHANGES FOR APRIL 2025**

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

**As from 3rd April 2025, the applicant will need to have an NIDA LOA2 account and then will create their own Access NI application, uploading 2 identity documents.**

The applicant’s identity will be verified by NI Direct, when they upload their documents their account however it remains a legal requirement within the disclosure process for The Scouts to be satisfied as to the applicant’s identity; to ensure that the uploaded information exactly matches the documents; and to ensure that all previous, current, known by and maiden names are known and recorded on the Access NI application as they may not be recorded on the NIDA LOA2 account.

To do this, you will be required to meet with the applicant face-to face **after they have created their Access NI application** to review their original identity documents, including the 2 that they uploaded to their application; to discuss their names and address history with the applicant; and to update scouts.org.uk

**Before the meeting**

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| **Please read** [**Invitation Letter April 2025**](https://prod-cms.scouts.org.uk/media/rrvbiqph/invitation-letter-ani-april-2025.docx)**to familiarise yourself with the new requirements and the** [**Guidance for Signatories 2025**](https://www.nidirect.gov.uk/sites/default/files/2025-03/Guidance-for-Signatories-Approving-AccessNI-Applications-3-April-2025-%281%29.PDF)**.**   1. **Please forward the applicant the link to the** [**Invitation Letter April 2025**](https://prod-cms.scouts.org.uk/media/rrvbiqph/invitation-letter-ani-april-2025.docx)**if they are a new applicant or the** [**Rechecks Invitation Letter April 2025**](https://prod-cms.scouts.org.uk/media/taylgygh/rechecks-invitation-letter-ani-april-2025.docx)**if they are an existing Scouts’ member and are renewing their disclosure check. Applicants must have copies of these letters as they explain the new requirements in the application process step by step and signpost them to important guidance.** 2. **Provide the applicant with the current 6-digit PIN number (386618) as they will need this to create their account.** 3. Ask the new applicant to first create a Northern Ireland Direct ‘NIDA LOA2’ account (instructions on the Invitation Letter) If they already have a NIDA LOA2 account, they should use this. They will know if its an LOA2 account if they have a secure code via their phone/email to log on. 4. They will next need to create an Access NI application and upload their identity documents themselves. Instructions are on the Invitation Letter.   **The applicant is required to upload 2 identity documents from the List of Documents- Access Northern Ireland recommend that they upload**   1. **their birth certificate issued at the time of their birth (or another suitable document that confirms their name at birth and date of birth) AND** 2. **a second document that confirms their name and a photographic image of them** 3. Please make sure the applicant knows to complete page 2 with details of their Referees, if they have not yet uploaded the names to scouts.org.uk. We suggest they add 3 referees as, if there are problems or delays, new names cannot be added mid-process. 4. Ask the applicant to meet face-to-face with you, once they have completed their Access NI application **and received a Case Reference Number.** To your meeting, they should bring the 8 items listed on the Invitation Letter which include **the original ID documents that they uploaded and their confirmation email which shows their Case Reference Number** |

**During the meeting with the new applicant**

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| **Step 1**  Carefully check the applicant’s 2 original ID documents to ensure that they exactly match the information they have added to their application. Make sure they have recorded **all names**- previous, current, known by and maiden names, discussing any name changes and address history.   * The documents must be the same 2 documents from the List of Acceptable Documents that they have already uploaded to their application. * The documents must be original - you must not accept photocopies or documentation printed from the internet e.g. internet bank statements * The applicant must record all previous names 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 application. Whilst the new NI LOA2 account will have verified their identity, your role is to check whether there is evidence of other names not recorded in their LOA2 account. Remember to check the applicant’s email address as it may indicate a middle name   See [**Guidance for Signatories 2025**](https://www.nidirect.gov.uk/sites/default/files/2025-03/Guidance-for-Signatories-Approving-AccessNI-Applications-3-April-2025-%281%29.PDF) for further guidance regarding requirements.  **If there are missing names or incorrect information on the Access NI application, please ask the applicant to update their NIDA LOA2 account first then you can revisit their AccessNI application.** |
| **Step 2**  Log in to scouts.org.uk to complete the applicant’s disclosure application, following instructions on the system. |

The meeting with the new applicant is now finished.