

Invitation Letter



Date.....

Dear.....

I am contacting you to notify you that your AccessNI Disclosure Check for your role(s) in Scouting carried out on is due to expire on

Could we please arrange to meet to complete an AccessNI online application for your recheck:

Date:

Time:

Venue:

- Before this meeting you need to create an AccessNI NI Direct online account to enable your AccessNI online application to be completed during our meeting. See pages 3 & 4 for step by step instructions. If you don't have an email address an email account could be created in your name using a free online account such as gmail or hotmail.

Please bring the following to the meeting:

1. Your AccessNI NI Direct login details (email address and password).
2. Three ID documents in your name; one from Group 1 and two from Group 2. If this is not possible, then four documents from Group 2 (Suitable ID documents are listed below).
3. National Insurance number.
4. Driving licence number (if you hold one).
5. Passport number (if you hold one).
6. Your address(es) for the last five years.

List of suitable ID Documents

Group 1

- Current passport (any nationality)
- Biometric Residence Permit (UK)
- Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EU country)
- Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth
- Original long form Irish birth certificate –issued at time of registration of birth
- Adoption certificate (UK, Isle of Man or Channel Islands)

Group 2

- Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth
- Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands)
- HM Forces ID card (UK)
- National Insurance Card or notification letter with NI number (UK)
- Firearms licence (UK and Channel Islands)
- Bank / Building Society Account Confirmation Letter
- Electoral ID card (NI only)

- EU National ID card
- Cards carrying the PASS Accreditation logo (UK and Channel Islands)
- Senior SmartPass (Translink) (NI only)
- Current UK driving licence (old paper version)
- Examination certificates (16-18 year olds only)
- Bank/Building Society Statement (UK or EEA)
- Credit card statement (UK or EEA)
- Utility Bill (UK or ROI) – not mobile phone
- Benefit statement (UK)
- Addressed payslip
- Mortgage statement (UK or EEA)
- Financial statement (UK)
- P45/60 statement (UK and Channel Islands)
- Land and Property Services Agency rates demand (NI only)
- Work Permit/Visa (UK) (UK Residence Permit)
- Letter from a Head Teacher or Further Education College Principal (16-18 year olds in full time education – only to be used when other documentation routes are exhausted)

Thank you.

Signed: GSL

To create an NI Direct AccessNI online account, open this web address:

<https://accessni.nidirect.gov.uk/account/login>

Click on the Green Create an account button.

nidirect
government services

AccessNI

Log in to AccessNI

* Indicates a required field

Log in

* Email

* Password

[I've forgotten my password](#)

[Request activation email](#)

Create an account

Complete the details on this form to create an account.

Register

* Indicates a required field

Please complete this form to create an account.

Login details

* Email address
Your email will be used when logging in.

* Password

* Confirm password
Please enter the same password again.

Secret question

We will ask this security question if you ever forget your password.

* Secret answer

About you

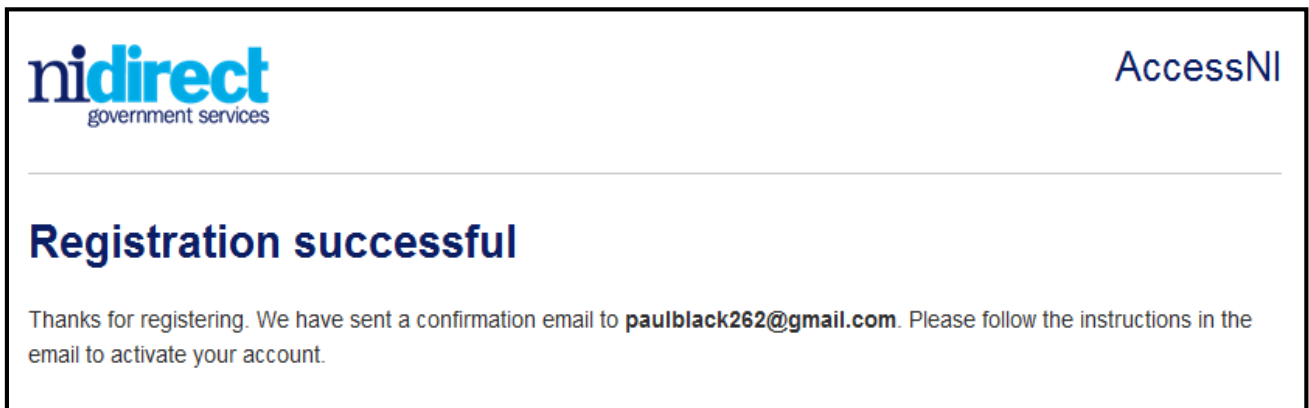
* First name

* Last name

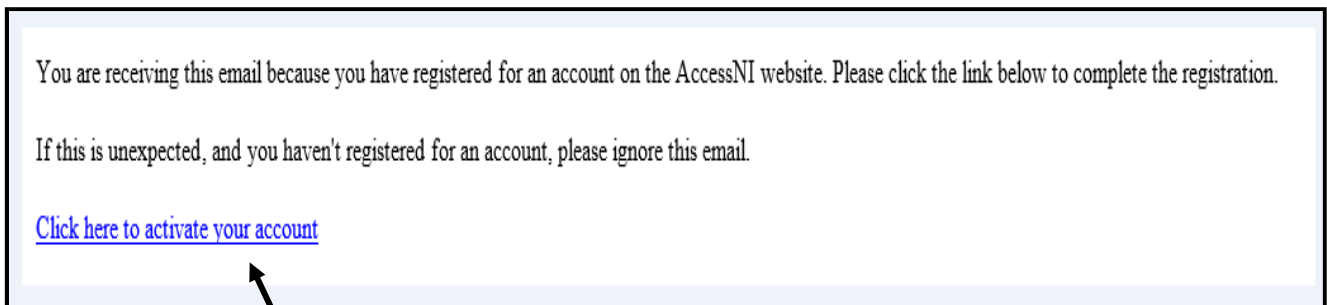
Click on Create account

Take a note of your Email address and Password as you will need this for completing your online application during the meeting with your GSL.

This screen will then appear



You need to log into your own email inbox where you will find a new email from AccessNI the content of which is as follows:



Click here to activate your account.

The remainder of your AccessNI online application will take place during the meeting with your GSL.