Access NI electronic service is now up and running and **First Standard** accepts both **Enhanced** and **Standard** applications submitted via this method.

The first step is for the **Applicant** to **Create an account on NI direct**, follow this link: <https://accessni.nidirect.gov.uk/Account/LogIn>. Once the account is created the user will receive an email inviting them to activate their account by clicking on the link given. (There is no charge for this)

**For Enhanced Disclosures,** click on the following link**:**

<https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>

1. Enter the PIN number **905853,** which will confirm **First Standard as the Selected Body and Christopher Guy Elliot-Newman as the signatory.**
2. Complete the online form. Please remember to enter the name of the organisation which has asked you to submit the application under the heading **organisation reference**
3. Once you have submitted the form, you will receive **a ten-digit reference number**. Make a note of it and enter it on the **PIN Notification and ID Validation Form (see bottom of this page).**
4. Give that form and your ID documents to your employer so that they can complete the ID Validation Form and forward it to [checks@firststandardltd.co.uk](mailto:checks@firststandardltd.co.uk)

If you need any help, Access NI has published Applicant Guidance for **Enhanced e-application**: <https://www.nidirect.gov.uk/sites/default/files/publications/accessni-guidance-enhanced-check-application-online.pdf>

**For Standard Disclosures**, click on the following link:

<https://accessni.nidirect.gov.uk/CitizenStandardApplication/SignatoryCode>

1. Enter the PIN number **905853, which will confirm First Standard as the Selected Body and Christopher Guy Elliot-Newman as the signatory.**
2. Complete the online form. Please remember to enter the name of the organisation which has asked you to submit the application under the heading **organisation reference**
3. Once you have submitted the form, you will receive **a ten-digit reference number**. Make a note of it and enter it on the **PIN Notification and ID Validation Form (see bottom of this page).**
4. Give that form and your ID documents to your employer so that they can complete the ID Validation Form and forward it to [checks@firststandardltd.co.uk](mailto:checks@firststandardltd.co.uk)

If you need any help, Access NI has published Applicant Guidance for **Standard e-application**:

<https://www.nidirect.gov.uk/sites/default/files/publications/accessni-guidance-standard-check-application-online.pdf>

First Standard will receive the Application form electronically for checking.

**Employers please note: when sending the ID Validation Form to First Standard, please make sure to tell us the job title for the applicant.** Once the ID Validation has been confirmed as completed, Christopher will sign the application and send it to Access NI for processing.

Access NI will normally send a Disclosure Certificate to the Applicant within a few days.

First Standard will receive notification that the Certificate has been issued and confirmation if it contains any Disclosure information, and will advise the employer accordingly.

**PIN Notification and ID Validation Form:** To access the form below, download and save this form to your desktop, then(double click the icon below, download and print).

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