Updated June 2022

AccessNI recheck checklist

In advance of your meeting with the Leader you need

- Rechecks Invitation Letter
- Rechecks Information Form
- A suitable venue with wifi/web access and a computer/laptop to use during the meeting.

Make an appointment by talking to the Leader and by using the Rechecks Invitation Letter. Ask the Leader to create an AccessNI NI Direct online account. Give the Leader the Invitation letter and ask them to bring the 6 items as detailed on the Invitation Letter to the meeting.	

During the meeting with the member due a Recheck at a suitable venue with wifi/web access

Step 1 Check the ID documents and if sufficient and appropriate complete **PART A** of the Recheck Information Form Note: When checking all 3 ID documents, you must take all the names from all the documents and include them in the application.	
Step 2 Enter 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**. The applicant then logs in using their own email address and password that they created prior to the meeting. The applicant completes the AccessNI online application. Q No. 1 - PIN Number **795391** Q. No. 5 – **The Scout Association** The applicant takes a note of the 10 digit case reference number so that they can trace their application on the AccessNI website.	
Step 3 Finalise the Information Form with the applicants signature and GSLs signature - **PART B.**	

The meeting is now finished.

Securely pass the completed Rechecks Information Form to your Appointments Secretary.

On receipt of the Information Form the Appointments Secretary is aware that the AccessNI online application has been submitted for a Recheck.