Chief Executive Gavin Boyd



To: All Principals

Line Managers

**NEW ARRANGEMENTS FOR ACCESS NI FOR ALL PAID STAFF**

***PLEASE NOTE THE CONTENTS OF THIS E-MAIL DO NOT APPLY IN RESPECT OF TEACHING STAFF IN CATHOLIC MAINTAINED SCHOOLS OR TEACHING & NON-TEACHING STAFF IN INTEGRATED (GRANT-MAINTAINED) & VOLUNTARY GRAMMAR SCHOOLS***

**Access NI (Units) Centralisation**

As you will be aware as from 1 July 2017 AccessNI forms for paid staff have been processed by the Access NI unit at the Armagh office. Following reorganisation within the Education Authority (EA) it has now been agreed to centralise the AccessNI function in order to streamline the process and harmonise practices.

Consequently Enhanced Disclosure applications for all schools and services that fall under the remit of the Education Authority, will now be processed directly from one office based at Ballee Centre, Ballymena.

The Access NI Unit have had to make small changes to Access NI Pin Notification and ID Validation Forms:

* Change of Pin Number on page 1. The new Pin Number is 424645.
* Change of contact name and address on page 3.
* Change of Identity Checking on page 4. This is due to The Department of Justice, Access NI, making changes to their Identity Checking regulations.

**Guidance on using the new AccessNI PIN Notification & ID Validation Form**

* Applicants must complete in full, pages 1 & 2 of the form, including making an online application; ensuring that the 10 digit AccessNI reference number is provided, the child protection question is answered and the declaration is signed and dated.
* The Principal/Line Manager must complete pages 3 & 4 with all information requested. Due to new regulations received from Access NI, Department of Justice, when Principals/Line Managers are verifying the applicants identification, a copy of all identity verified must be retained. I ask that a copy of the identification be attached to the Pin Notification & ID Validation form when forwarding to the Access NI unit.
* Applicants must make a payment of £33.00 for an AccessNI Enhanced Check. The most efficient way to complete this is to pay by credit/debit card by phoning 028 2566 1193; alternatively, please forward a cheque attached to the Pin Notification & ID Validation Form, payable to ‘Education Authority’ to the Access NI Unit, Education Authority, Ballee Centre, Ballee Road West, Ballymena, BT42 2HS.
* If you are unsure if a current AccessNI Enhanced Check is in place, please check with the AccessNI Unit, Ballee Centre, Ballymena Tele No: 028 2566 1193.

**PLEASE NOTE THAT, UNLESS A CURRENT ACCESS NI ENHANCED CHECK IS IN PLACE, PAYMENT FOR HOURS WORKED WILL NOT BE PROCESSED FOR AN EMPLOYEE UNTIL A COMPLETED PIN NOTIFICATION & ID VALIDATION FORM, ONLINE APPLICATION & PAYMENT HAS BEEN RECEIVED.**

Please forward all completed PIN Notification & ID Validation forms for **paid staff ONLY**, either by email to: Email: [accessni@eani.org.uk](mailto:accessni@eani.org.uk)

**It is preferred to have the Pin Forms emailed.**

Or alternatively please post to:

Access NI Unit

Education Authority

Ballee Centre

Ballee Road West

Ballymena

BT42 2HS

Should you require any further information or assistance please contact the Access NI unit on:

Tel: 028 25661193

Kind Regards

Karen Mawhinney

Access NI Unit, Ballee Centre

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