

LCC Instructions for Access Ni Police Check

1. Go to <http://www.nidirect.gov.uk/accessni-criminal-record-checks>
2. Click on **Access NI Applications**

The screenshot shows the nidirect website interface. At the top, there is a search bar and social media icons. Below the navigation bar, a newsroom banner is visible. The main content area is titled 'AccessNI: Criminal record checks'. A red circle highlights the 'AccessNI applications' link in the left-hand menu, with a red arrow pointing to it from the left. Other links in the menu include 'AccessNI checks', 'AccessNI cost and turnaround times', and 'AccessNI individuals'. On the right side, there are sections for 'Most popular' and 'Do it online'.

3. Then Click **Apply for an Enhanced Check through a registered Body**

The screenshot shows the 'Apply for an enhanced check through a registered body' page. The page title is 'Apply for an enhanced check through a registered body'. Below the title, there is a paragraph explaining that an individual cannot apply for an enhanced check and that an application must be counter-signed by an AccessNI registered organisation. A red circle highlights the 'Apply for an enhanced check through a registered body' button, with a red arrow pointing to it from the left. The page also includes a 'Before you start' section with a list of requirements and a sidebar with a list of links.

4. Then Click on Create an Account

The screenshot shows the AccessNI login and registration interface. At the top right, there are links for 'AccessNI home', 'Register', and 'Log in'. The 'nidirect government services' logo is on the top left. The main heading is 'Log in to AccessNI'. Below this, there is a note: '* Indicates a required field'. The 'Log in' section contains fields for '* Email' and '* Password', with a 'Log in' button below. The 'Create an account' section contains a 'Create an account' button. A red circle highlights the 'Create an account' link and button, with a red arrow pointing to them from the right.

5. Enter your details and a valid email address. You will then receive an Email. Open this email and click on the link.

6. This will open up step 3 again

7. Then Enter Log In details, E-mail and Password and click Log In.

8. This will prompt you to enter a Pin

Lakeland Community Care's PIN is = 113740

Enter this and Click Log In

9. Follow the steps to enter your details, Names, Place of Birth. **Click Next**

10. Enter Driving licence number, National Insurance Number and Passport Number **Click Next**

11. Enter Address info. **Click Next**

12. Confirm address and dates off previous address. **Click Next**

13. Confirm Delivery Address **Click Next**

14. Confirm Details. **Click Next**

15. Tick Box to say you have read terms and conditions

Finished