

Access NI information

NWVC is a registered body and umbrella body for Access NI we can facilitate basic, standard and enhanced disclosures for paid positions and volunteer roles. The NWVC provides a confidential and secure service and are happy to help with any queries or concerns



Information Searched	Type of Criminal Record Check			
	A Basic Check	A Standard Check	An Enhanced Check	Enhanced DBS (incl.barred list check)
Cost per check for a paid post	£36	£36	£43	£43
Cost per check for a volunteer	£36	£36	Free	Free
1. Unspent Convictions	YES	YES	YES	YES
2. Spent Convictions	NO	YES	YES	YES
3. Cautions, Warnings, Reprimands	NO	YES	YES	YES
4. Other relevant police info	NO	NO	YES	YES
5. Children's or Adults barred list	NO	NO	NO	YES

If you're self employed - You can only apply for a basic check. You cannot get a standard or enhanced check because these checks must be submitted through a registered body.

If you're a volunteer - You can apply for a basic check. The fee is £36.00 which you or the voluntary organisation must pay. If you're a volunteer in a role which requires a standard or enhanced check, in some cases AccessNI will provide the check for free

Transgender applicants - AccessNI has a special application process for transgender people who don't want to reveal their previous gender and names to the organisation requiring the disclosure. If you are transgender and want advice about job applications where an AccessNI check is required, or you need help completing the AccessNI application, you should contact AccessNI's Operations Manager on telephone: 0300 200 7888

Working with children and vulnerable adults - If you applying for a job or volunteering in a role providing services to, or having close and regular supervision of children or vulnerable adults you will normally need to get an enhanced check.

Disclosure certificates - When AccessNI searches and checks your criminal history, they provide a disclosure certificate with any criminal records. Unspent convictions appear on a basic disclosure certificate. Cautions, spent and unspent convictions appear on a standard or enhanced certificate. A clean criminal history is described as "no information found".

Only you will receive a copy of the disclosure certificate unless you have given specific permission for us to send it to your employer

Information about the type of checks

What is a basic Check	<ol style="list-style-type: none"> 1. A basic AccessNI check contains details of all unspent convictions or will state that no such convictions were found. 2. Anyone can apply for a basic check. An employer can ask all job applicants to apply for a basic check during the recruitment process.
What is a Standard Check	<p>A standard check discloses an individual's criminal record, giving:</p> <ol style="list-style-type: none"> 1. spent and unspent convictions 2. informed warnings and other non-court disposals from the Police National Computer 3. Some old and minor convictions and non-court disposals on a criminal record may not be disclosed. Fixed penalty tickets & parking fines will not be included in a standard check. 4. Standard checks are only available where the position or role in question is exempt from the Rehabilitation of Offenders (NI) Order 1978. They are not suitable for roles working with children or vulnerable adults. 5. An individual cannot apply for a standard check. An application for a standard check must be counter-signed by an AccessNI registered organisation. 6. You must be 16 years of age or older to get a standard check. 7. A Standard check is available for certain specified occupations, licenses and entry into certain specified professions that include; Barrister; solicitor, veterinary surgeon, actuary, accountant, pharmaceutical chemist, security guard.
What is an Enhanced Check	<p>An enhanced check discloses an individual's full criminal record, giving:</p> <ol style="list-style-type: none"> 1. spent and unspent convictions from the Police National Computer 2. cautions, informed warnings and other non-court disposals from the Police National Computer 3. information held by the Disclosure and Barring Service (for positions in regulated activity) 4. information held by the police that is relevant to the role applied for 5. Some old and minor convictions and non-court disposals on a criminal record may be filtered. Fixed penalty tickets or parking fines will not be included in an enhanced check. 6. Enhanced checks are normally required where the applicant will work or volunteer in a role providing services to or having close and regular supervision of children and / or vulnerable adults. 7. An individual cannot apply for an enhanced check. An application for an enhanced check must be counter-signed by an AccessNI registered organisation. 8. You must be 16 years or over of age to get an enhanced check. The only exception is for family members of an applicant, under 16, where the applicant is registering as a child-minder or is seeking to adopt or foster a child.
What are the Barred lists	<p>The Disclosure and Barring Service keeps two barred lists: These lists are checked pending on the role or position under the enhanced disclosure application.</p> <ul style="list-style-type: none"> • people who are unsuitable for working with children • people who are unsuitable for working with vulnerable adults <p>People on these lists are barred from regulated activity with children and vulnerable adults. It is a criminal offence for someone on these lists to work or apply to work in regulated activity.</p>