



Date: 2 July 2026

## **A. AccessNI Body PIN (Personal Identification Number) B. Change to application – Name of organisation section**

This circular provides details on two changes to the AccessNI application process to assist registered organisations which will be effective from Tuesday 7 July -

1. A resolution for AccessNI registered organisations to facilitate the retention of an AccessNI PIN (Personal Identification Number).
2. A change to the 'Name of organisation' section on the AccessNI application.

### **A AccessNI Body PIN (Personal Identification Number)**

#### **Background**

- 1 Once an 'application to become registered with AccessNI' has been successfully processed, the lead signatory and all additional countersignatories will be allocated their own individual 6 digit sharing PIN.
- 2 The registered organisation will arrange for the PIN to be issued/circulated to any employees or applicants who are required to complete an AccessNI disclosure application. In the case of an Umbrella Body, it will arrange for the PIN to be shared with client organisations to pass to their employees or applicants who are required to complete an AccessNI disclosure application.

- 3 An applicant will complete and submit their disclosure application using the PIN circulated to them. The disclosure application will appear on the work queue of the signatory who owns the PIN.
- 4 There is a 'View All' facility available. Only the Lead Signatory can enable/disable this. It is under 'Manage Applications Access'. This 'View All' enables all signatories to view and process all applications.

### **Issue**

- 5 A registered organisation selects the 'View All' facility and issues/circulates the PIN belonging to one signatory. All signatories for the registered organisation can process disclosure applications submitted using this one PIN.
- 6 If the signatory who owns the PIN leaves the organisation, their signatory account is made inactive and the PIN being issued/circulated is no longer valid.
- 7 The registered organisation will need to amend their documentation and inform applicants of a new PIN to be used to complete their disclosure application.
- 8 It may take several months for the registered organisation to update and circulate their documentation with the new PIN. During this interim period the organisation, with approval from AccessNI, continues to use the PIN number for the inactive signatory.

### **Details of Change**

- 9 To address the issue of an inactive signatory PIN being used for submitting and processing applications, while ensuring continuity for the registered organisations who rely on long-standing PINs, a new Body PIN will be introduced alongside the existing signatory PIN.
- 10 A unique Body PIN will be created for every approved and active organisation.
- 11 This PIN belongs to the Body, not to any individual signatory. This Body PIN can optionally be shared by the organisation with applicants or clients.
- 12 The registered organisation retains a permanent PIN to process disclosure applications, irrespective of signatory changes.
- 13 Individual signatory PINs will continue to exist and function as they do currently and may only be used when the signatory is active.

## Details of Process

- 14 The Body PIN will be automatically generated when an application to become registered with AccessNI has been approved and activated.
- 15 With regards to those organisations already registered with AccessNI, the lead signatory will receive an email notification confirming the new Body PIN and guidance on use and visibility.
- 16 The Body PIN will only be visible to the lead signatory when they log on to their nidirect account. It will be available on the home page at the section entitled 'Manage AccessNI account'.
- 17 When completing an AccessNI application, the applicant will either enter –
  - an active individual signatory PIN or
  - the Body PIN.When the Body PIN is used, the confirmation screen will display the Body name and lead signatory name – this provides clear confirmation that the application is being submitted to the correct organisation.
- 18 Applications submitted using the Body PIN will be assigned to the lead signatory by default and will appear in their application queue.
- 19 If the lead signatory has enabled the “View All” facility, all active signatories within the registered organisation can view applications submitted using the Body PIN.
- 20 In the application queue, the ‘signatory name’ will appear as ‘body PIN used’ when the application was submitted using the Body PIN. This clearly distinguishes applications submitted using the Body PIN from those submitted using an individual signatory PIN.

nidirect AccessNI home   Body home   Account   Log out   Robin Gibb

AccessNI

## View details of applications

▶ [Search Filters](#)

Quick search

<u>Name</u>	<u>Date submitted</u>	<u>Application type</u>	<u>Case reference</u>	<u>Organisation reference</u>	<u>Organisation name</u>	<u>Signatory name</u>		
Torres, Laylah Samantha	26-May-2026 14:15	Enhanced	2000098890	Body PIN	Bee Gee's Registered Body	Body PIN used	<a href="#">View</a>	<a href="#">Reassign</a>
Torres, Laylah Samantha	26-May-2026 14:18	Enhanced	2000098891		Bee Gee's Registered Body	Robin Gibb	<a href="#">View</a>	<a href="#">Reassign</a>

- 21 During the application review and approval process, the PIN of the signatory who approves the application will be associated with the application. This applies even when the application was originally submitted using the Body PIN to provide consistent audit trails and clear accountability for approval decisions.

## **Governance and Control**

- 22 AccessNI will retain full governance over Signatory and Body PIN management.
- 23 The use of the Body PIN is a good practice for registered organisations to consider especially when processing large volumes of applications. It may not be suitable for a registered organisations to move to the Body PIN immediately, they may wish to continue using the signatory PIN currently in circulation. A registered organisation may decide to move to the Body PIN at a later stage. Eg if the signatory owning the current PIN in circulation were to leave.
- 24 Alternatively, AccessNI can arrange to swap the Body PIN with an active signatory PIN or an inactive signatory PIN. This will allow a registered organisation to retain a frequently used or circulated signatory PIN at Body level even though it was previously associated with an individual signatory.
- 25 When swapping an individual signatory PIN with the Body PIN, the Body PIN is reassigned to the relevant individual signatory which permits continuity of PIN usage while maintaining full traceability and uniqueness.
- 26 An email will issue to the lead signatory confirming details of the updated Body PIN and an email containing the updated active signatory PIN will be sent to the individual signatory.
- 27 If you wish to swap a Signatory PIN with a Body PIN please send your request to AccessNI - [BusinessSupport@accessni.gov.uk](mailto:BusinessSupport@accessni.gov.uk).

## **B Change to Application – Name of Organisation Section**

- 28 When an application has been submitted to the registered organisation for approval, the 'name of the organisation' section will always default to display the name of the registered organisation.
- 29 A registered signatory can override the default organisation name to provide other details such as the name of a Club or location of a Church or in the case of an Umbrella Body, the name of their client organisation.

- 30 A change to the AccessNI application process means that the 'name of the organisation' section can only be changed/amended by an Umbrella Body, as they will be the only organisation processing disclosure applications on behalf of a client.
- 31 If you are registered with AccessNI as a Registered/Responsible Body, not an Umbrella Body you will no longer have the option to amend or change the 'name of organisation' section.
- 32 If you wish to include the name of a Club or Church diocese, the signatory will have to include this detail on the application at either –
- 'position applied for' section. Eg Volunteer football coach, frequently coaching children – Antrim FC or
  - 'organisation reference' section.

**CIRCULAR END**

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