

21 June 2010

Explanatory Note for Individuals Seeking Registration with RQIA

- **Arrangements for Obtaining an Enhanced Disclosure Certificate**
- **New Vetting and Barring Scheme**

1. Background

- 1.1 You may be aware that progression of the Vetting and Barring Scheme is currently being postponed pending an urgent review by the new government.
- 1.2 Whilst the introduction of registration with the Independent Safeguarding Authority (ISA) has therefore been put on hold, AccessNI is changing the forms used to apply for an Enhanced Disclosure Certificate.
- 1.3 From 9 July 2010 onwards AccessNI will no longer accept the application forms which were issued prior to 16 June 2010, and the new forms issued after this date must be used.

2. What this means for individuals applying for registration with RQIA

- 2.1 To apply for registration with RQIA (as a responsible person or registered manager) you must complete an AccessNI enhanced disclosure form, and return with the required identification documentation to RQIA's Registration Team. You are also required to enclose a cheque or postal order for £30.00 made payable to AccessNI (please note no other payment method can be accepted in relation to this fee). This payment must be provided separately to any registration fee payable to the RQIA. Please ensure all correspondence is marked as confidential
- 2.2 On receipt of the completed form and fee, your information will be verified and the application countersigned by an authorised signatory of RQIA. The application form and fee will then be forwarded to AccessNI, with identification documentation being returned to you by recorded delivery.

3 Which forms should I use?

- 3.1 As outlined above, from 9 July 2010 onwards AccessNI will only accept the new application form (see attached).
- 3.2 Should you have any questions in relation to the above, please contact RQIA's Registration Team on 028 9051 7500.