How to complete an application for responsible person registration (applicant guidance)

1. If you/the applicant has not previously been registered with RQIA or had an active web portal account, you will need to obtain login details before you can complete an online application.

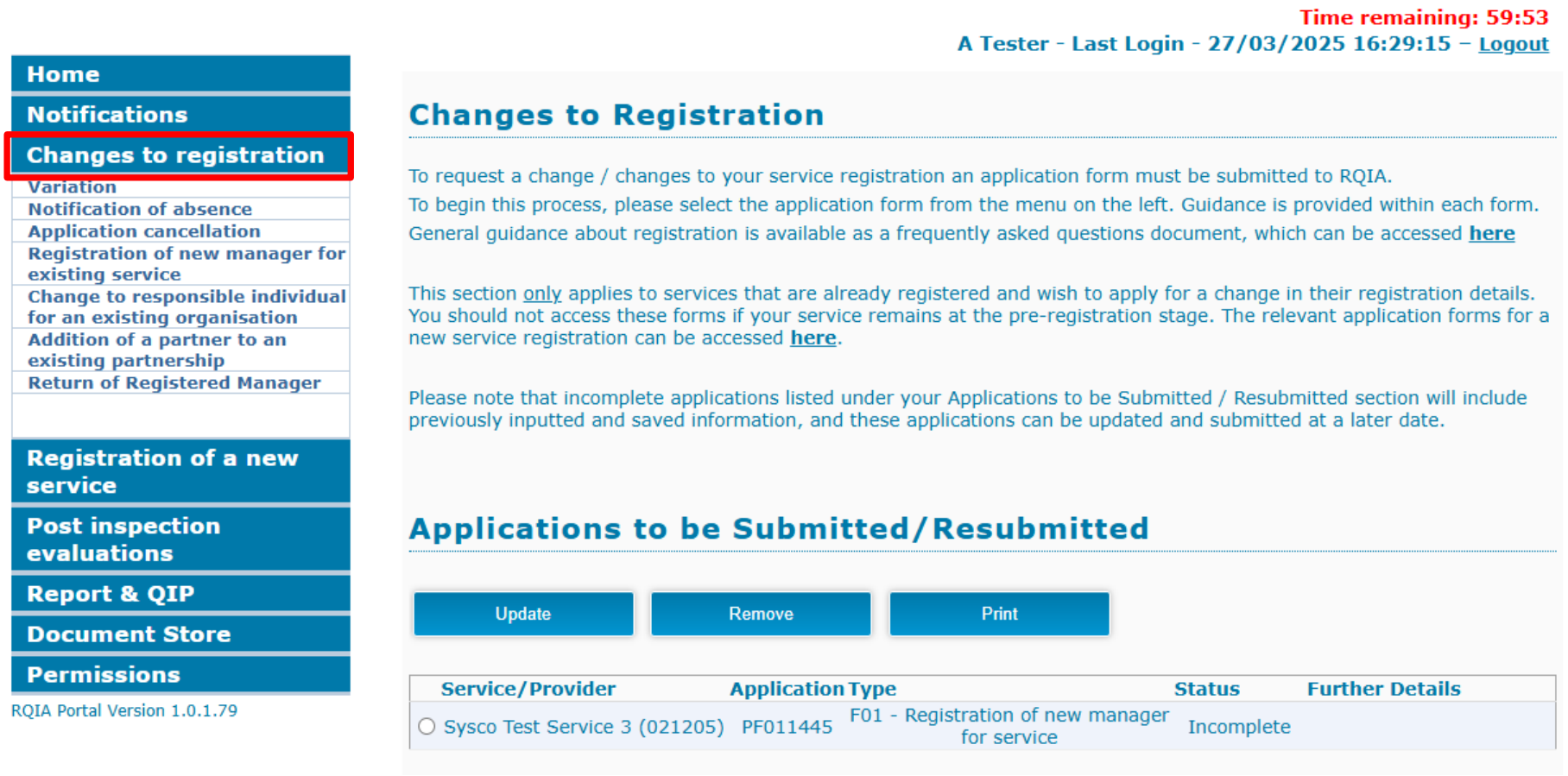
   If you are making a Responsible Individual application on behalf of an establishment which is already registered, RQIA will need a written confirmation from the outgoing responsible person confirming that they are stepping down from the role and including the details of the proposed new responsible person.

   These details should be sent to the RQIA registration team (email - registration@rqia.org.uk) and include the proposed responsible person's full name, job title, date of birth, contact telephone number, business email address, the provider organisation details, and the names and RQIA ID numbers of the services they are applying in respect of.

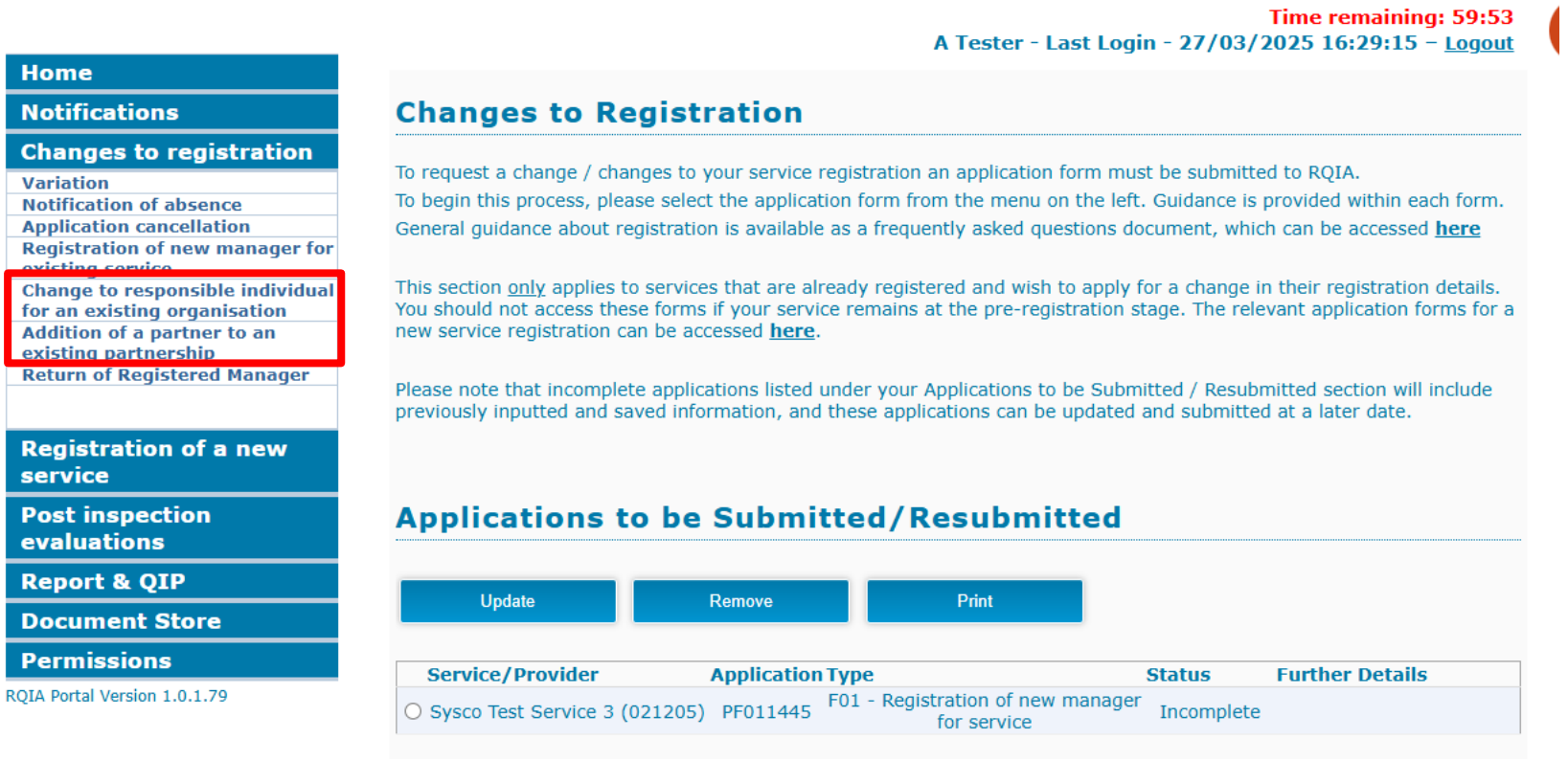
   On receipt of these details, RQIA will set up a new user account and issue web portal login details to the proposed responsible person by post.

2. Once you have received your username and password letters, use the following link to log into the RQIA web portal - https://portal.rqia.org.uk/.

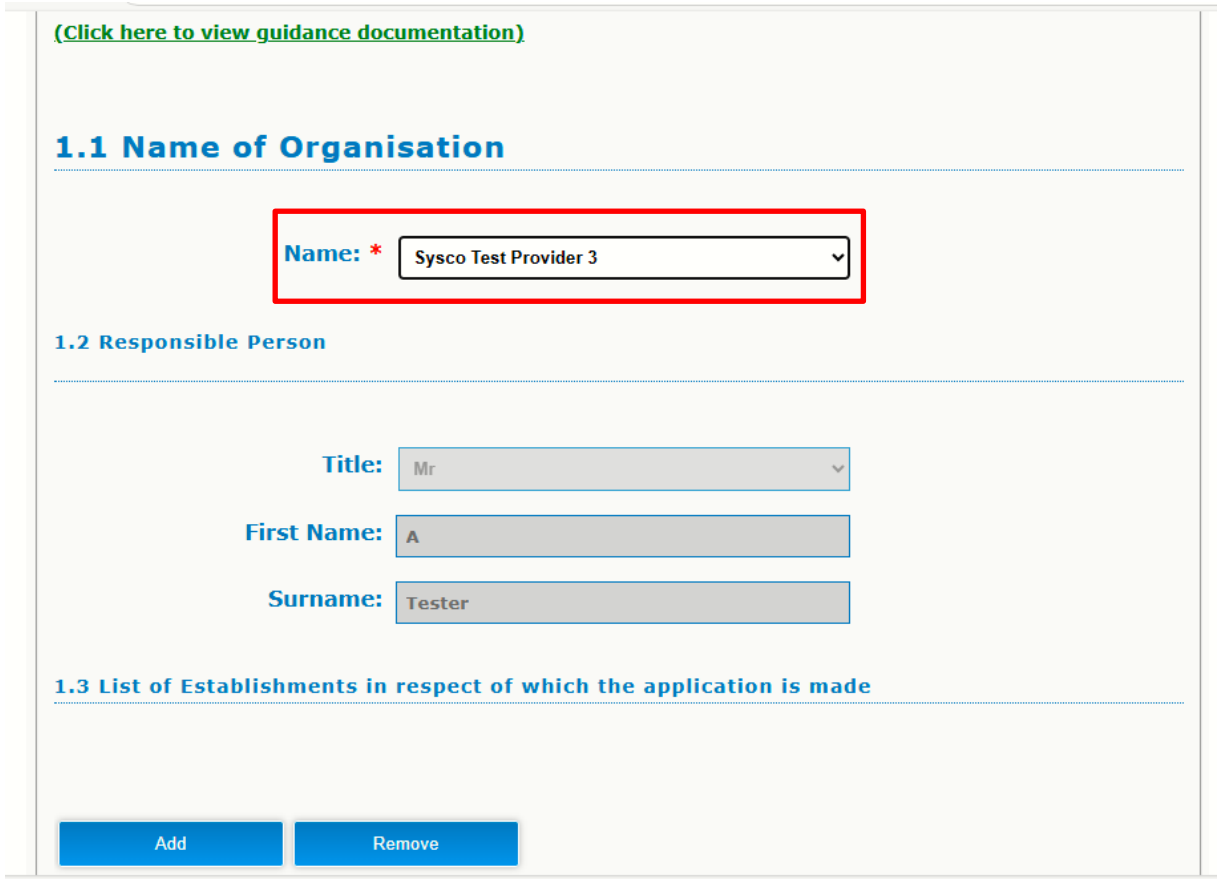
3. When you have completed your login, please access the Changes to Registration menu on the left-hand side of your homepage:



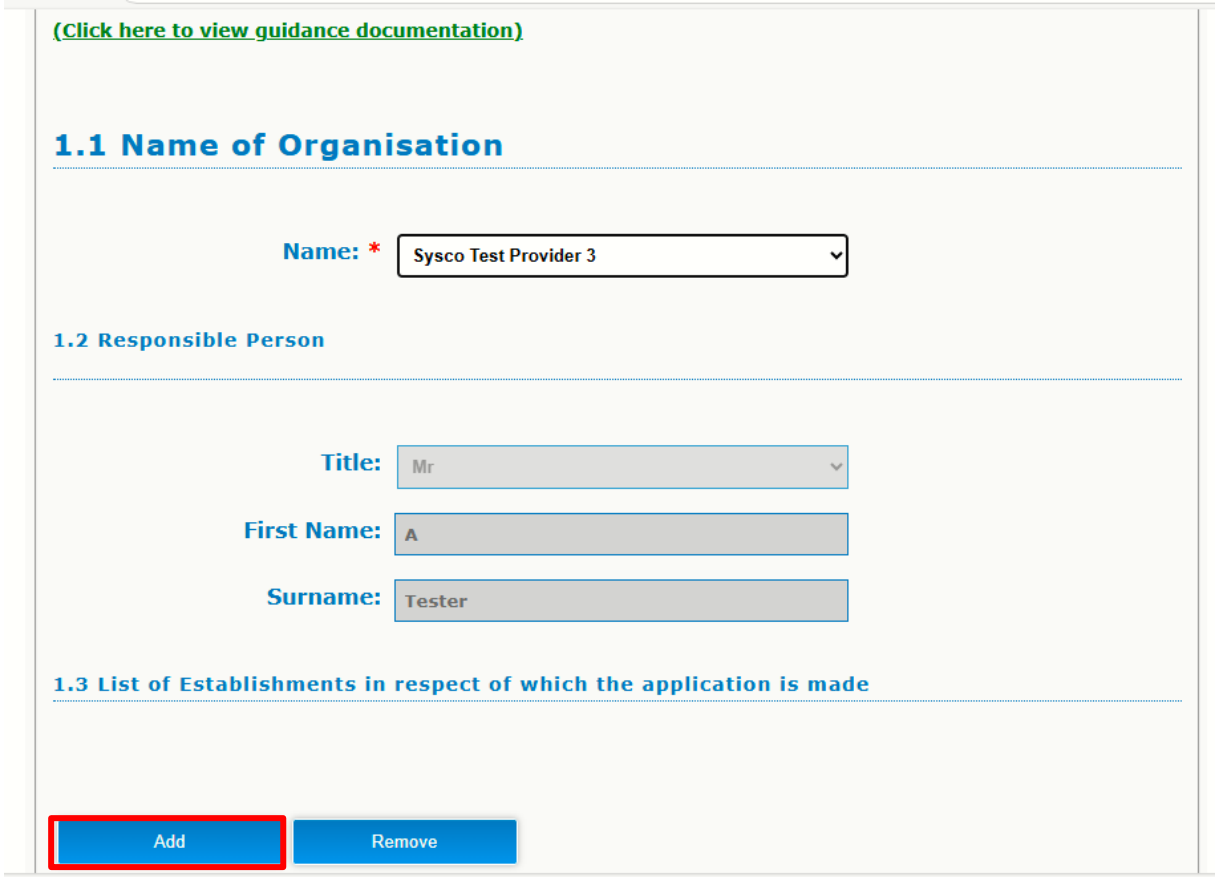
4. Depending on your assigned permissions, the Changes to registration menu may present you with a number of options relating to different application forms. Please select ‘Change to responsible individual for an existing organisation’ or ‘Addition of partner to an existing partnership’ – depending on which is applicable:



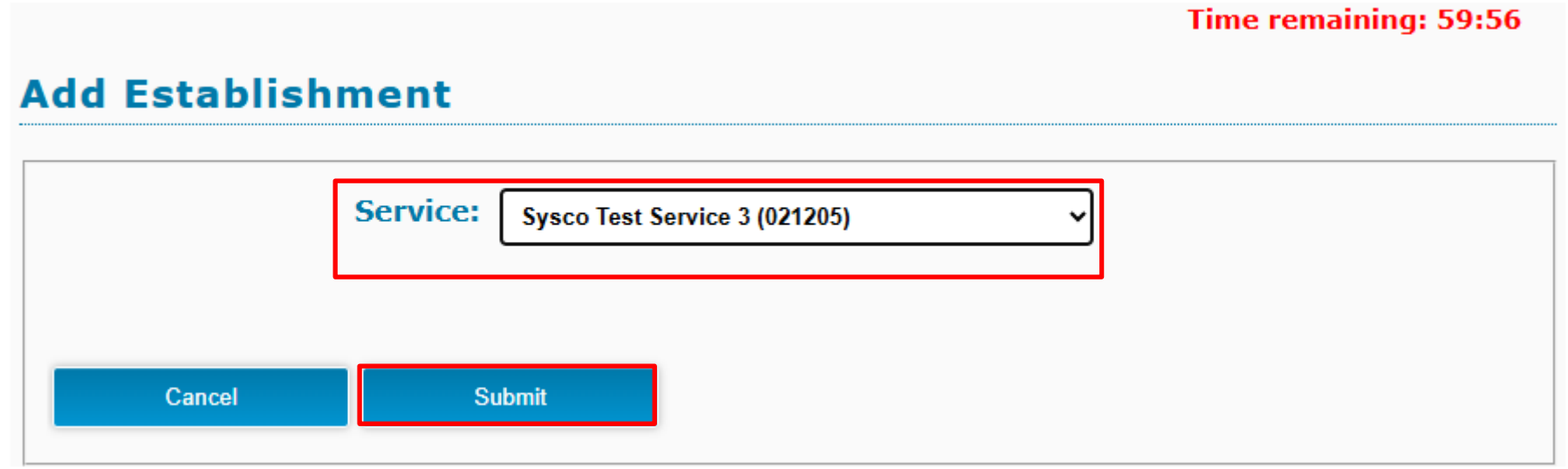
5. This will open a new F05 responsible individual form. Select the organisation you are applying in respect of from the dropdown list in section 1.1 Name of Organisation.



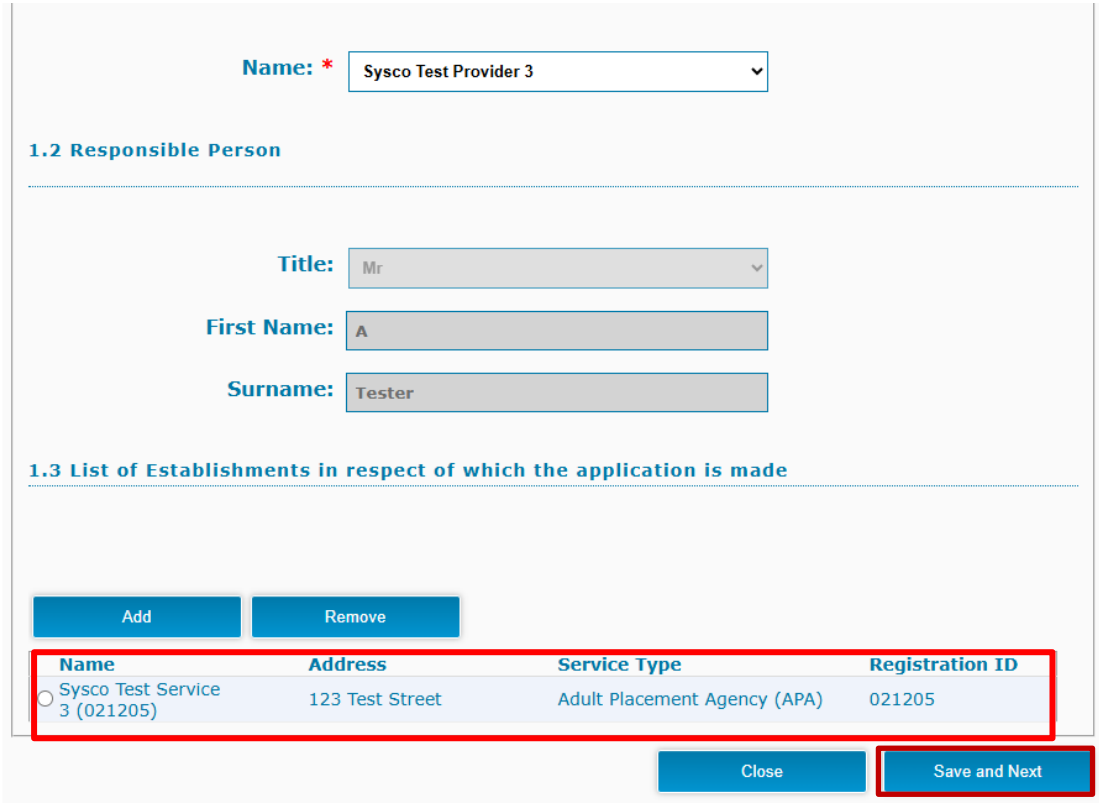
6. In section 1.3, to include the services associated with the organisation you are registering as responsible individual for, select ‘Add’.



7. Select the name of the service from the drop down list and click ‘Submit’

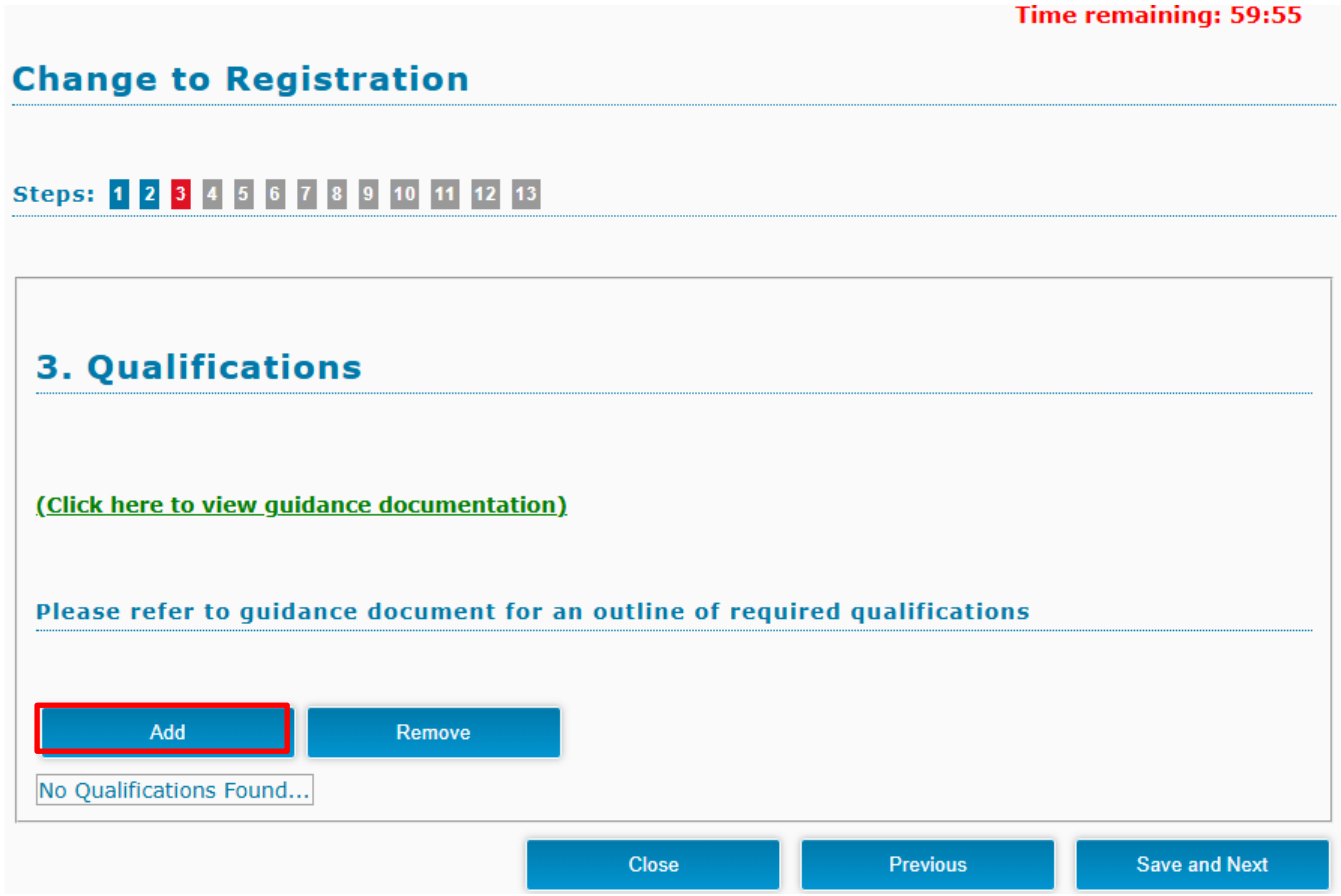


8. The selected service now appears in section 1.3. You may either add additional services to the list or remove any which have been added erroneously. Click 'Save and Next' to progress to Page 2:

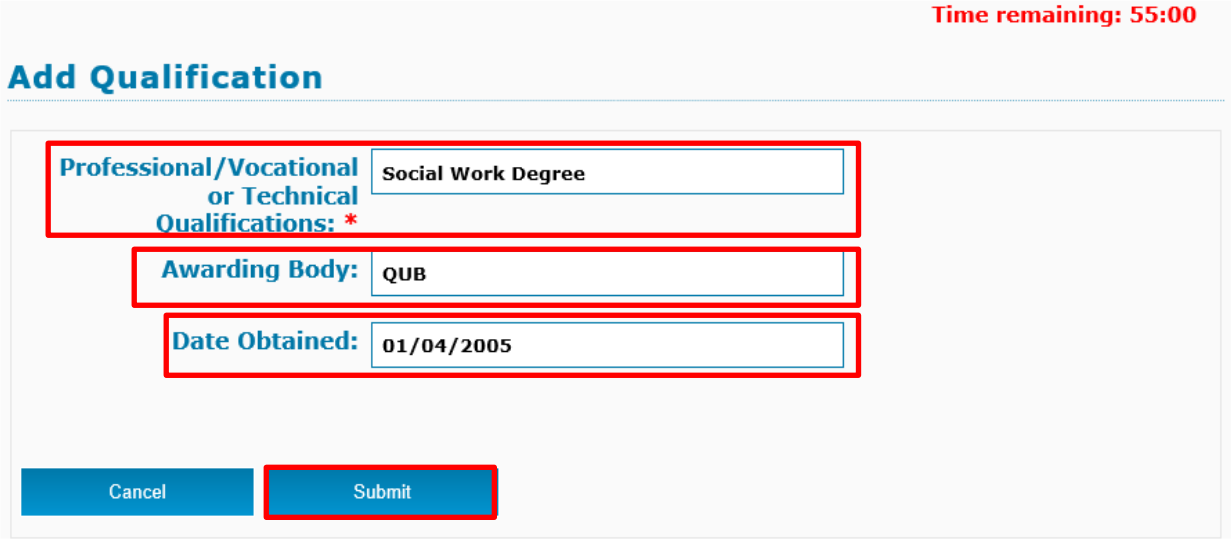


9. The next page relates to your details as the applicant. Your name and DOB will already be recorded on our system and so will be automatically populated within the greyed out fields. If you need to change any of your personal details you can do so by returning to the main menu and selecting ‘Home’ and ‘Contact details’. This page will ask you to input your position in the organisation, home address details, and confirm your right to work in the UK before proceeding. Please complete the mandatory fields (marked with a red asterisk) and click ‘Save and Next’ to continue.

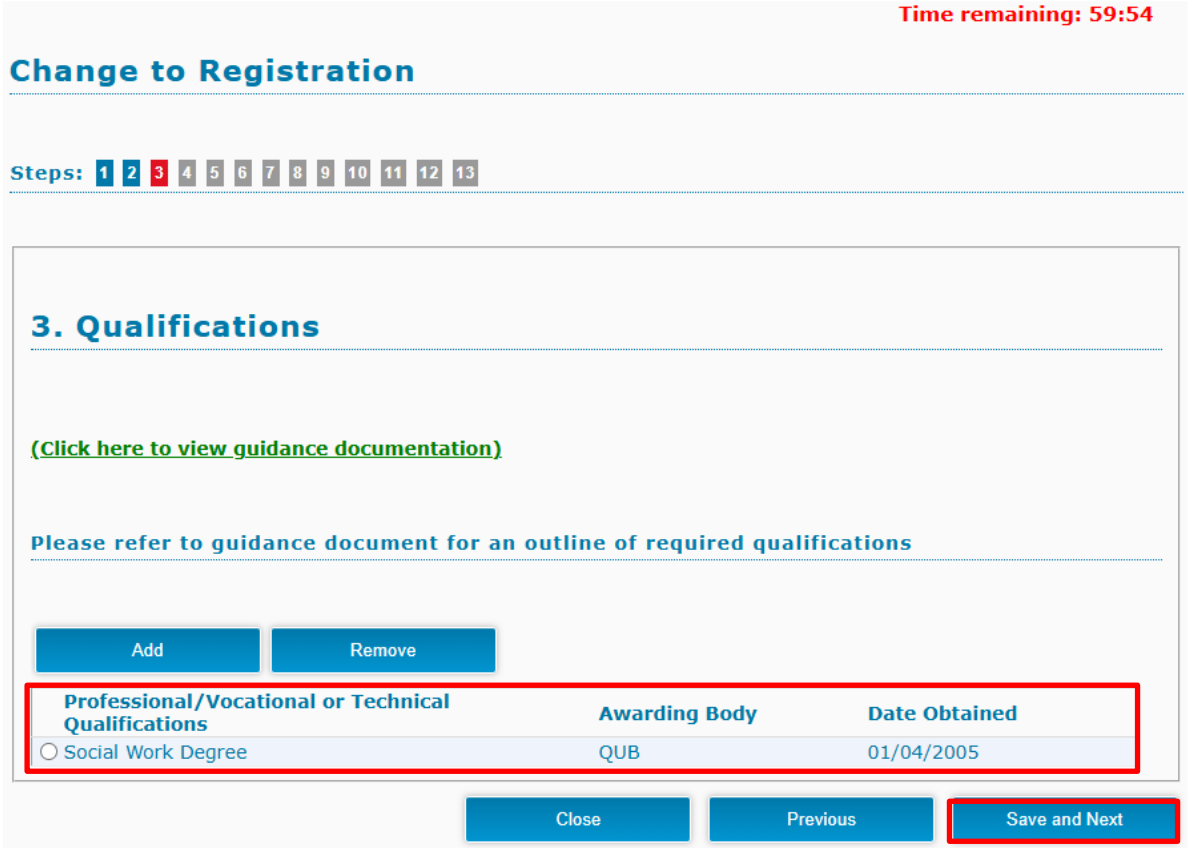
10. Page 3 allows you to input your qualifications. In order to input a qualification, click ‘Add’:



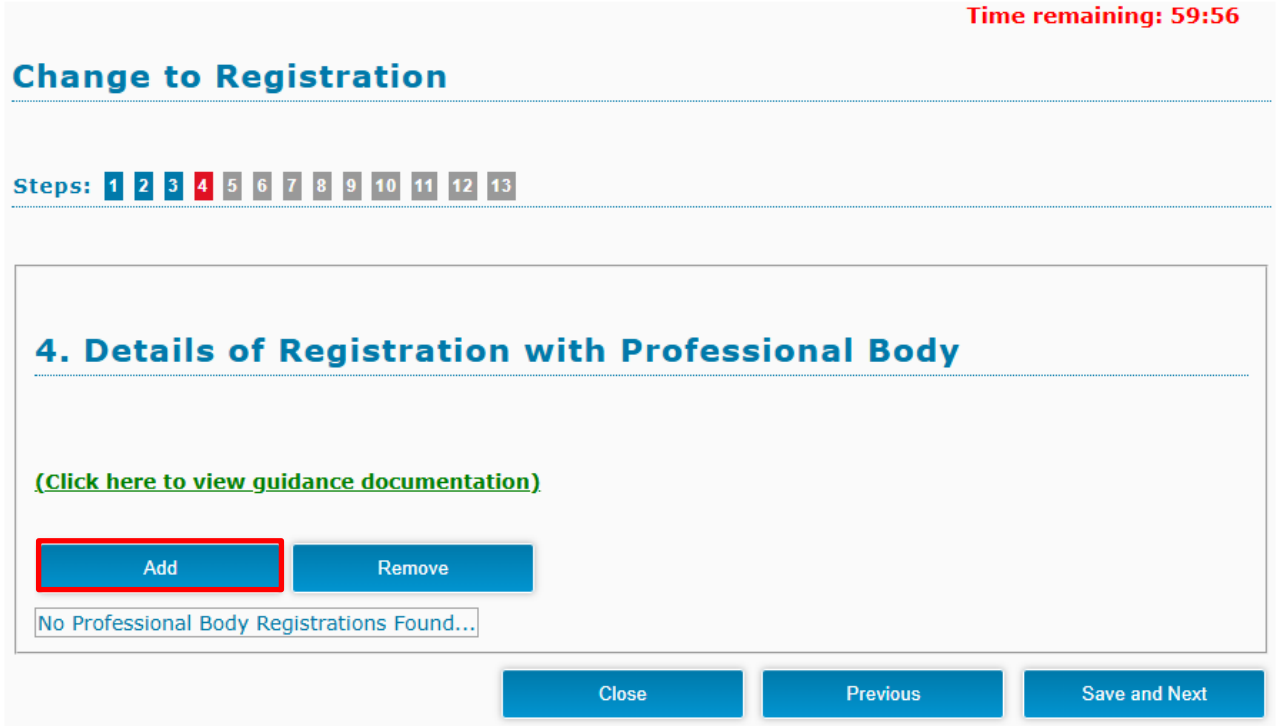
11. This will open a new window. Please input your qualification title, awarding body, and the date you obtained said qualification before clicking 'Submit':



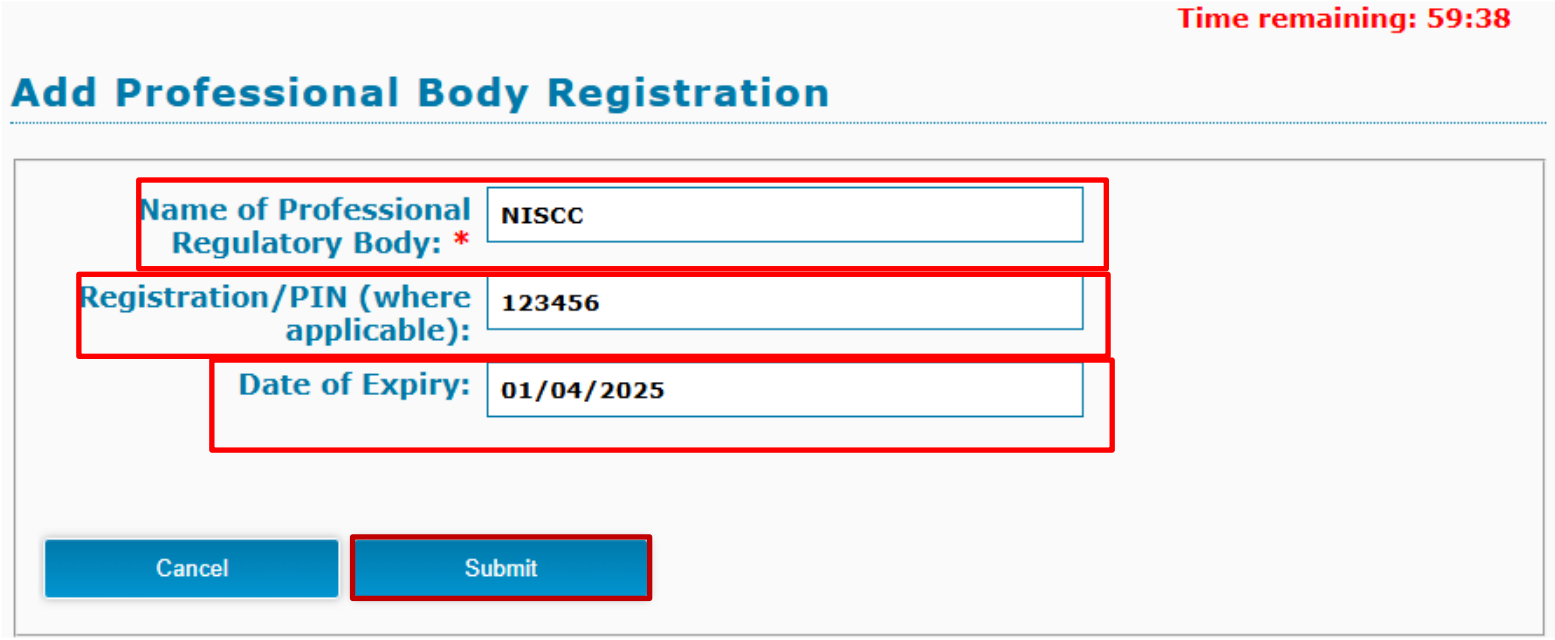
12. Once you have returned to Page 3, you will see the submitted qualification appearing. You may either add additional qualifications to the list or remove any which have been inputted erroneously. Click ‘Save and Next’ to continue:



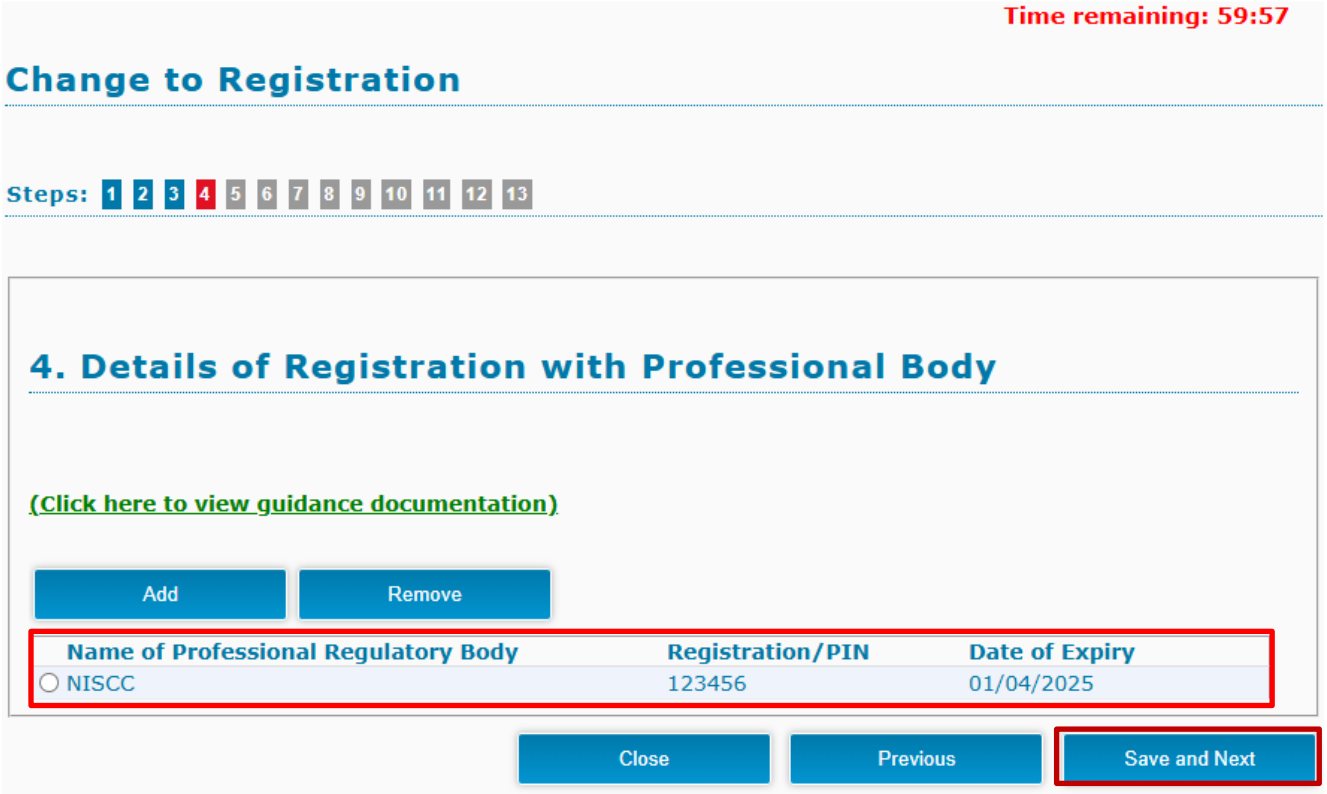
13. Page 4 asks for details of your Professional Body registration. If applicable, please click ‘Add’ to open a new window:



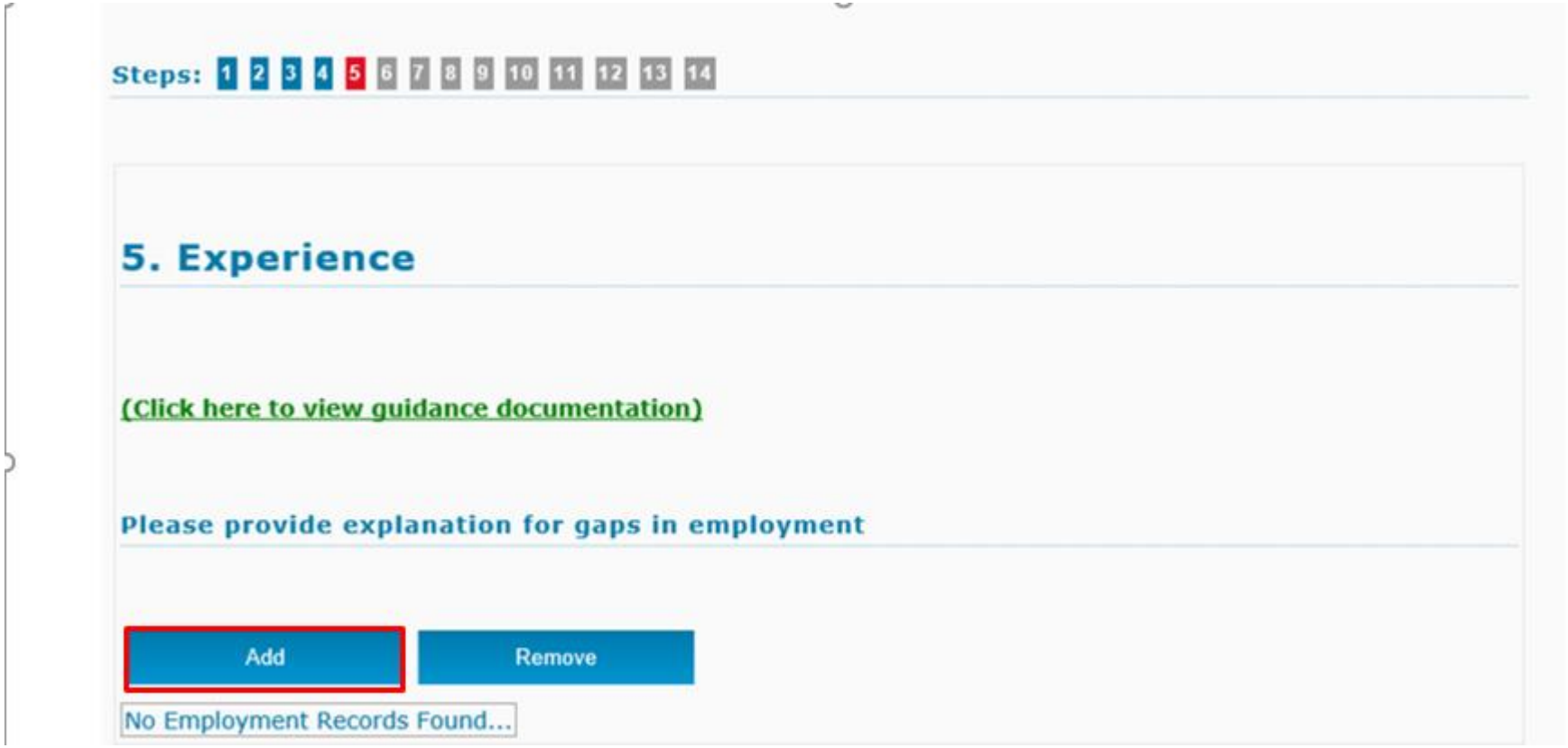
14. Please input the name or initials of your professional body (e.g. NISCC, NMC, GDC etc.), your Registration PIN number, and the date your registration is due to expire. Click ‘Submit’ to proceed.



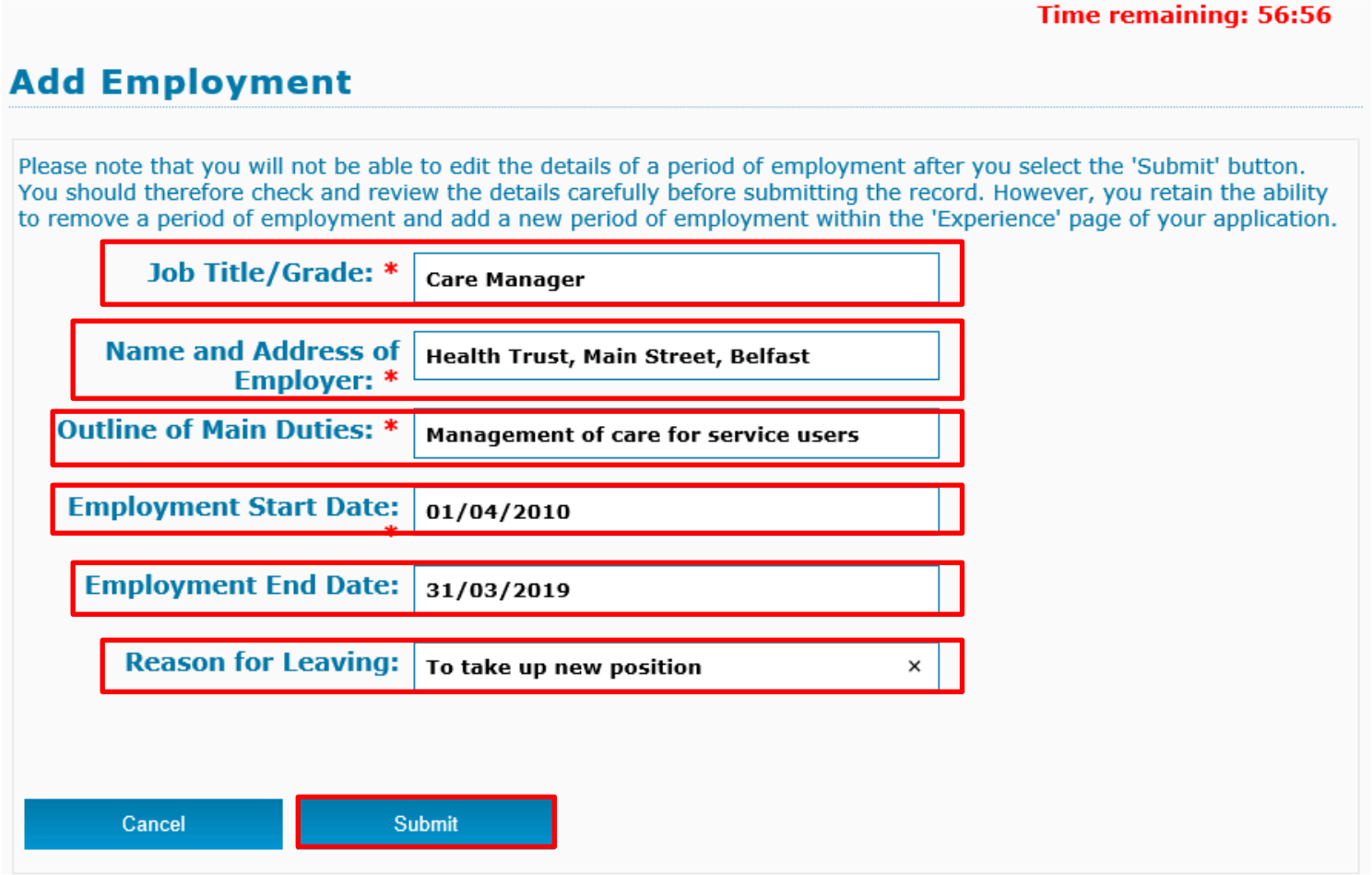
15. Back on Page 4, you can either add additional registrations or remove an incorrect entry. Once you are ready to proceed, click ‘Save and Next’:



16. Page 5 relates to your Experience. You should include your full employment history (from first paid employment) within this section and account for any gaps in employment. Click ‘Add’ to create a new employment record:

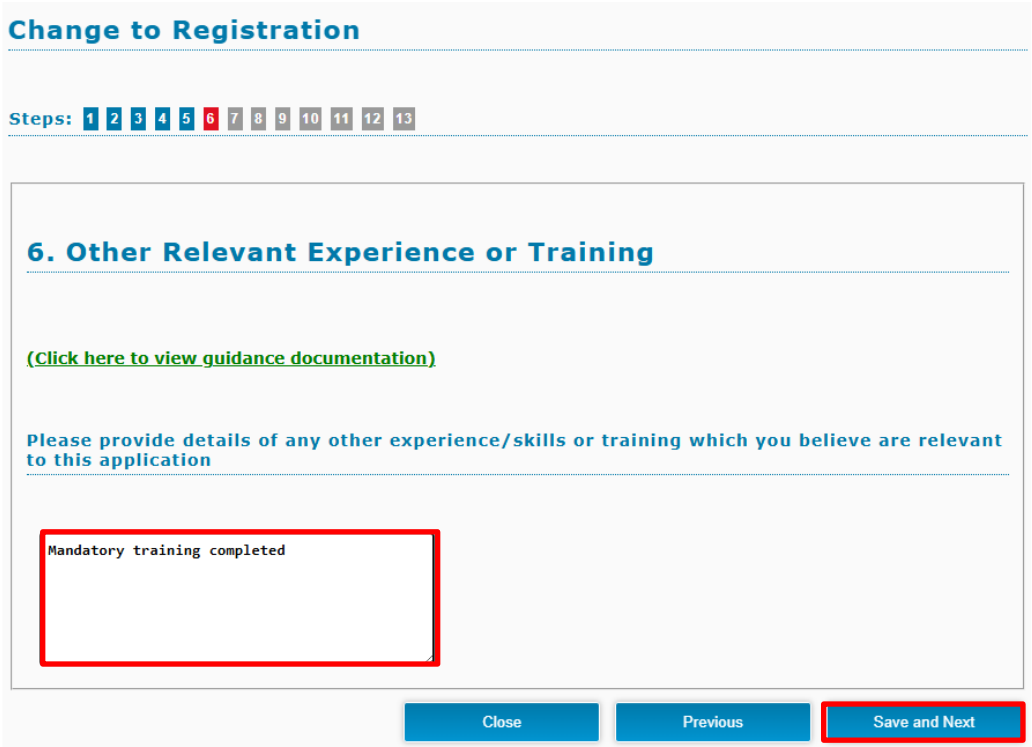


17. Please complete the mandatory fields within the employment window (job title / grade, name and address of employer, outline of main duties, employment start date). The ‘employment end date’ and ‘reason for leaving’ fields are not required for your current position (assuming you are still in post) but should be inputted for previous posts. When all the relevant information is inputted please click ‘Submit’ to continue.

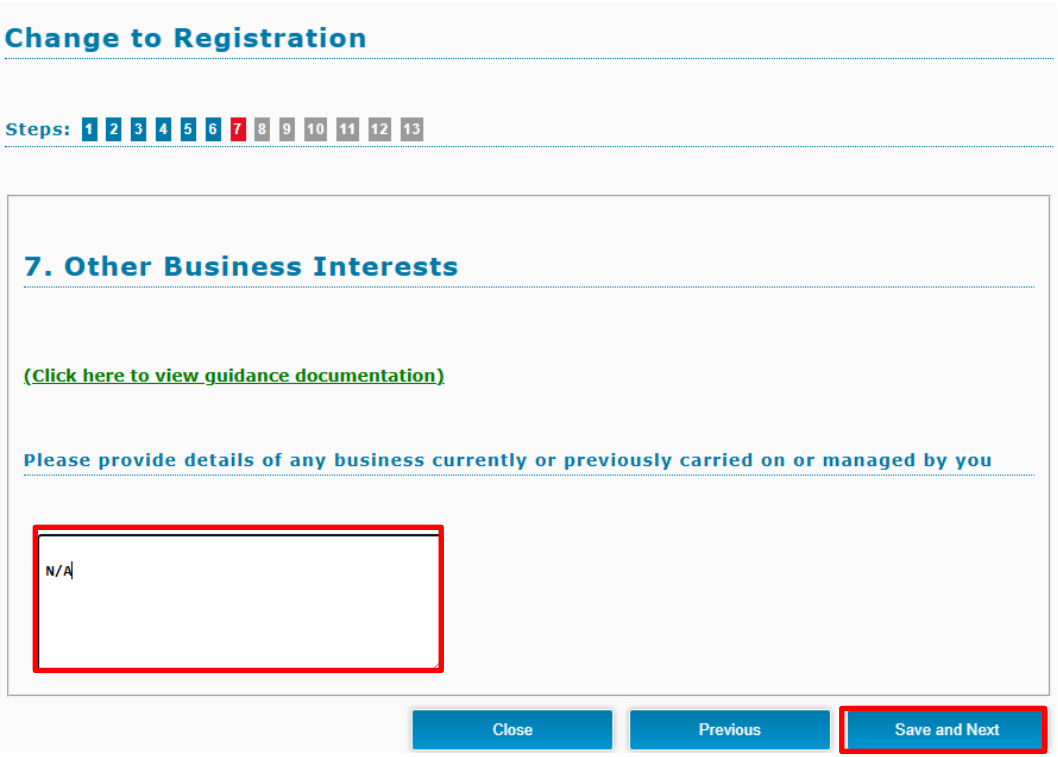


18. You will need to create and submit as many employment records as required to complete your full employment history. You can ‘Add’ and ‘Remove’ employment records as required. Once you have completed this task, click ‘Save and Next’ to continue:

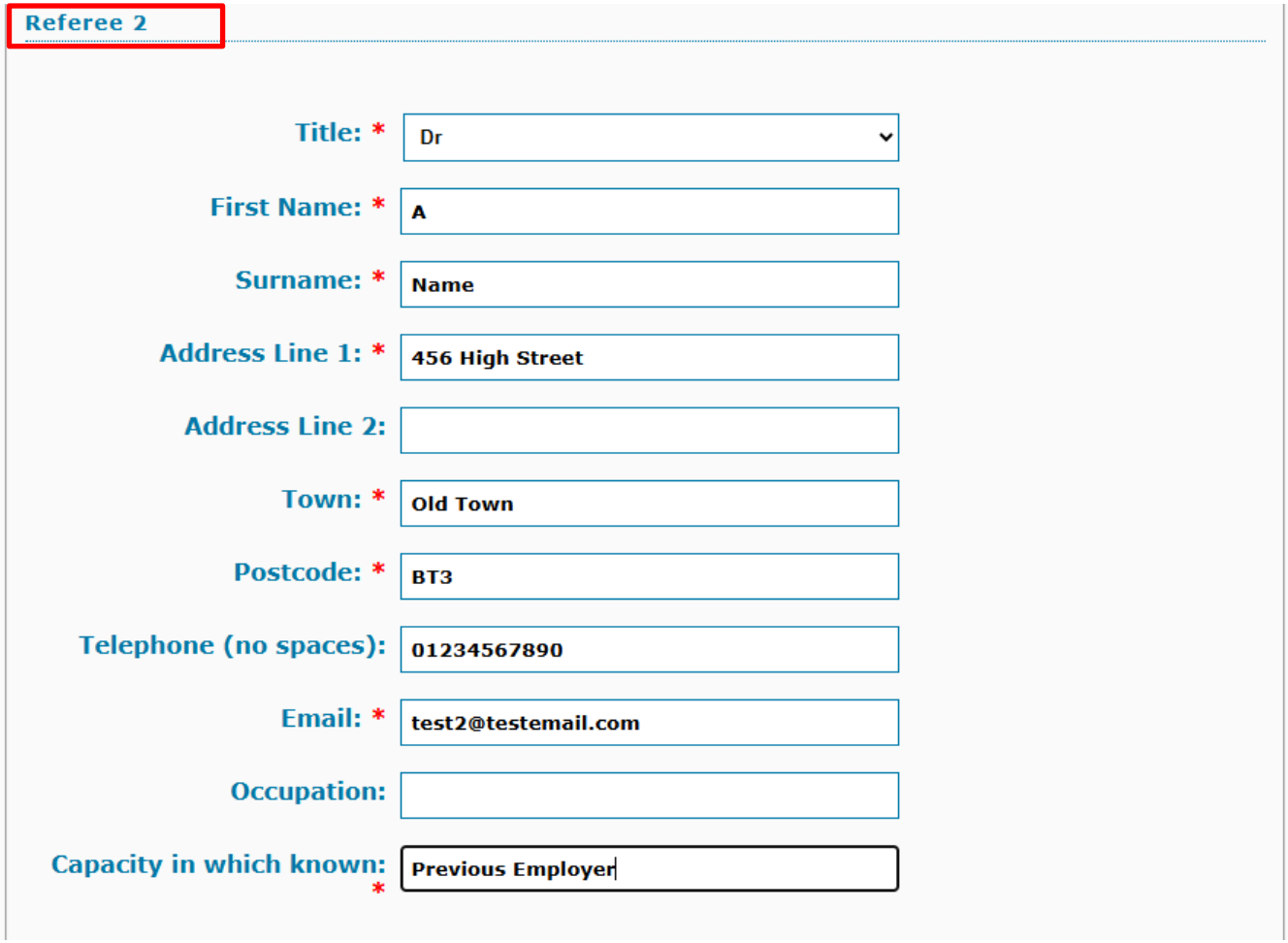
19. Page 6 allows you to input any other experience or training relevant to your application. If applicable, complete this field and then click ‘Save and Next’ to continue:



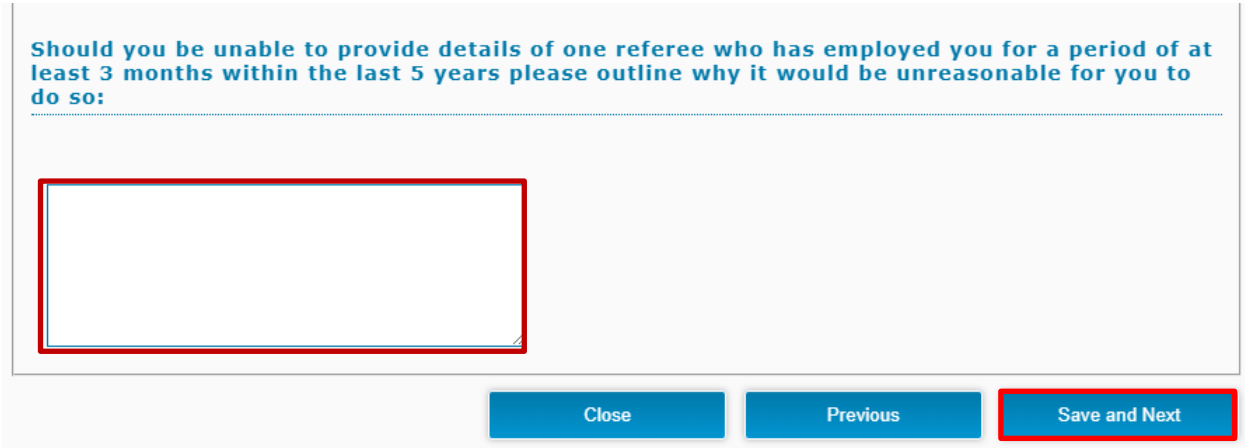
20. Page 7 asks you to state any other business interests. If applicable, please type the relevant details into text box provided and click ‘Save and Next’ to proceed:



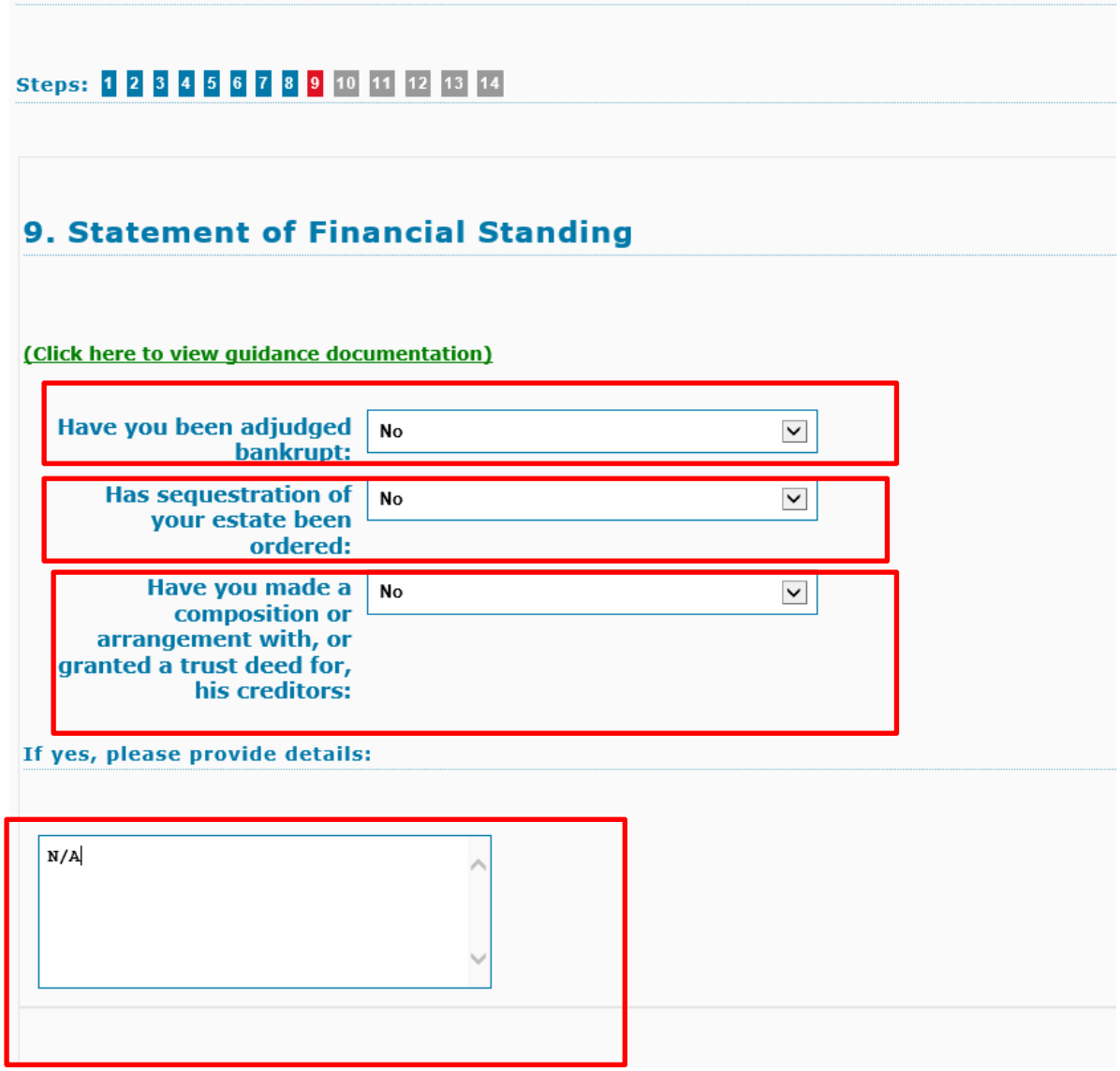
21. You are required to provide the details of two referees who can comment on your competencies and experience to fulfil the role. Please input the contact details of both referees before proceeding. RQIA registration team will contact these persons to request written references in support of your application.


Referee 2
Title: *
Dr
First Name: *
A
Surname: *
Name
Address Line 1: *
456 High Street
Address Line 2:
Town: *
Old Town
Postcode: *
BT3
Telephone (no spaces):
01234567890
Email: *
test2@testemail.com
Occupation:
Capacity in which known: *
Previous Employer

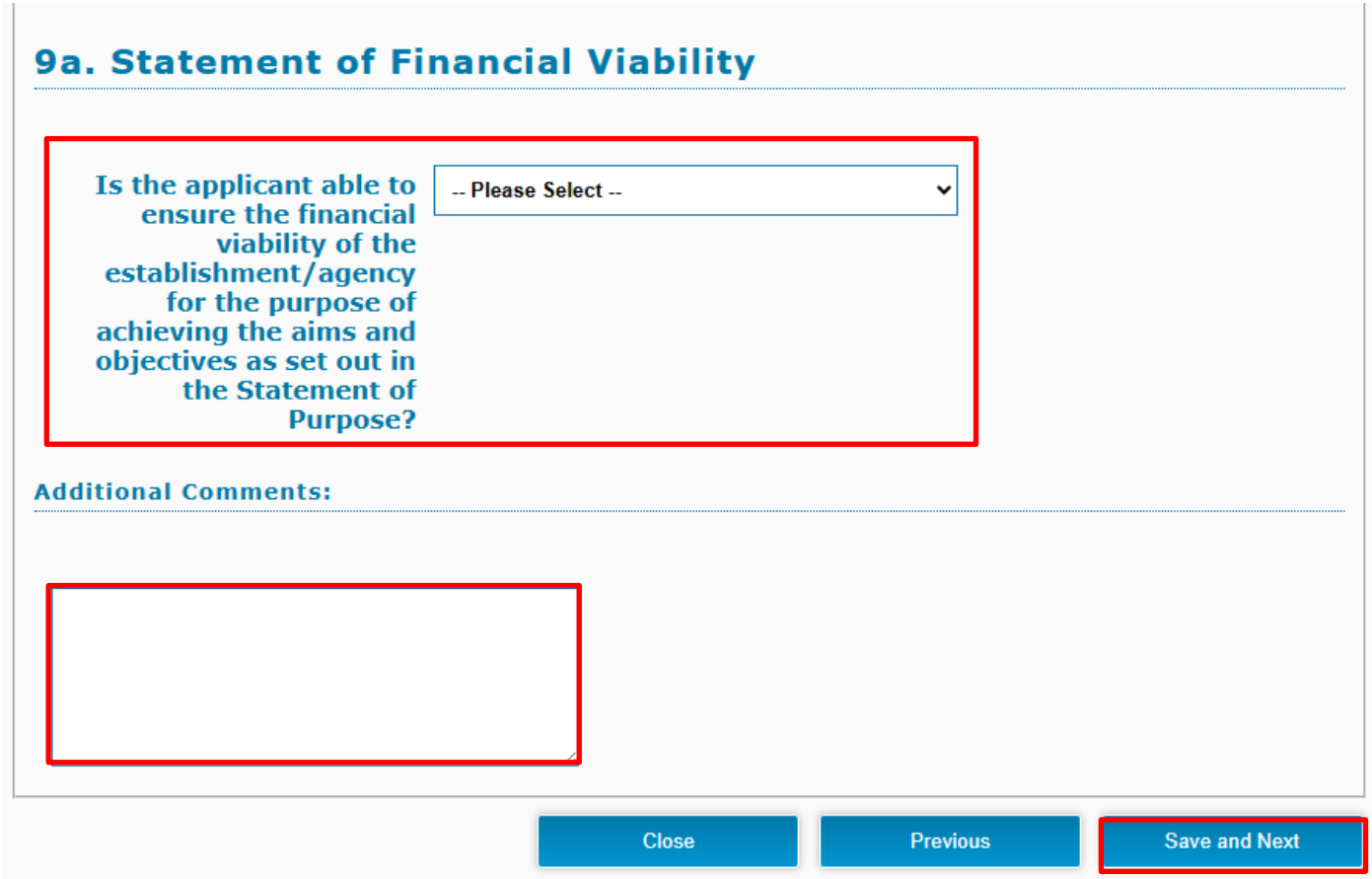
22. The standard requirement is for one of your referees to have employed you for a period of at least 3 months over the last 5 years. If you are unable to meet this requirement or you are self-employed, please complete the text box at the bottom of Page 7. When all your referee details are inputted, click ‘Save and Next’ to continue:



23. You are required to complete a statement of financial standing. If you select 'yes' for any of the questions you are required to provide further information in the box below.

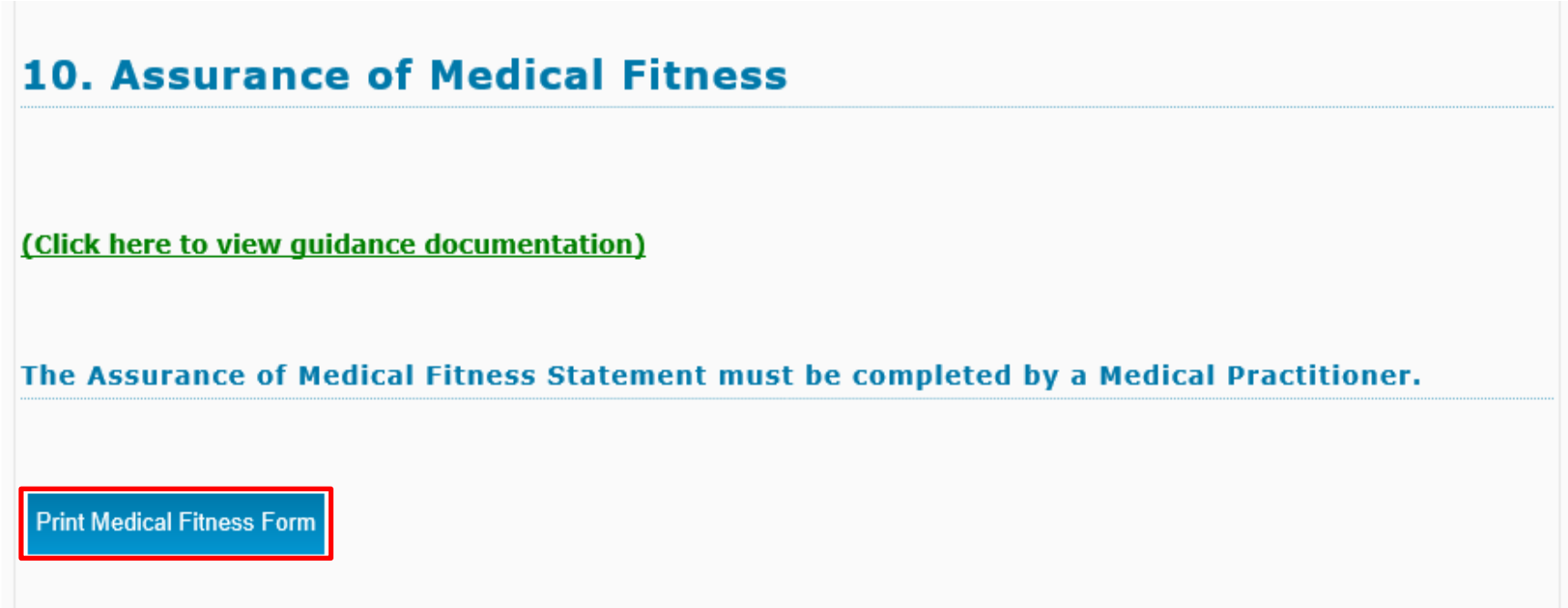


24. You are required to complete a statement of financial viability and provide further information in the additional comments box if applicable. Click 'Save and Next' to continue.



22. Page 10 relates to your Statement of Medical Fitness. You have two options in order to complete this requirement:

    a. Select ‘Print Medical Fitness Form’ to open a form in a new window. You can then print this form and bring it to your GP or Occupational Health department for their stamp or signature.



Form Reference: PF011454

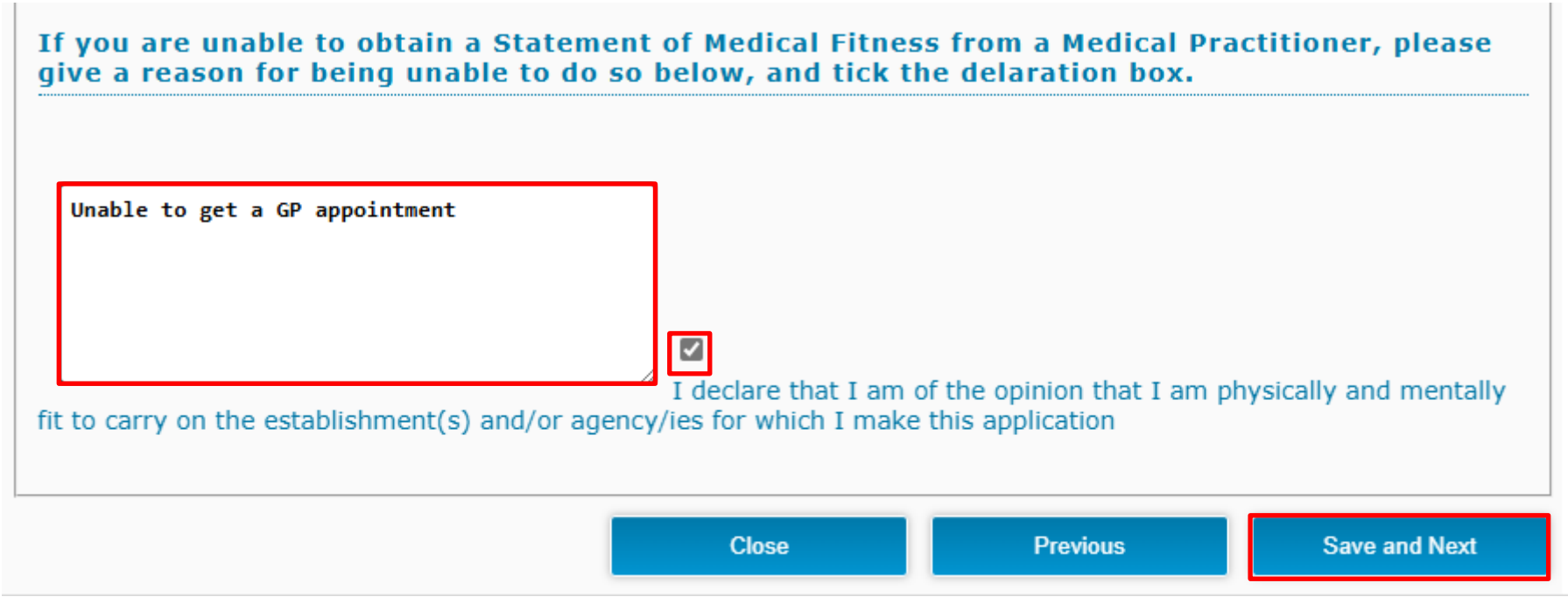
Assurance of Medical Fitness (to be completed by a Medical Practitioner)

STATEMENT OF MEDICAL FITNESS BY MEDICAL PRACTITIONER CONFIRMING FITNESS TO MANAGE THE SERVICE DETAILED BELOW

Name of Establishment or Agency	Type of Establishment or Agency

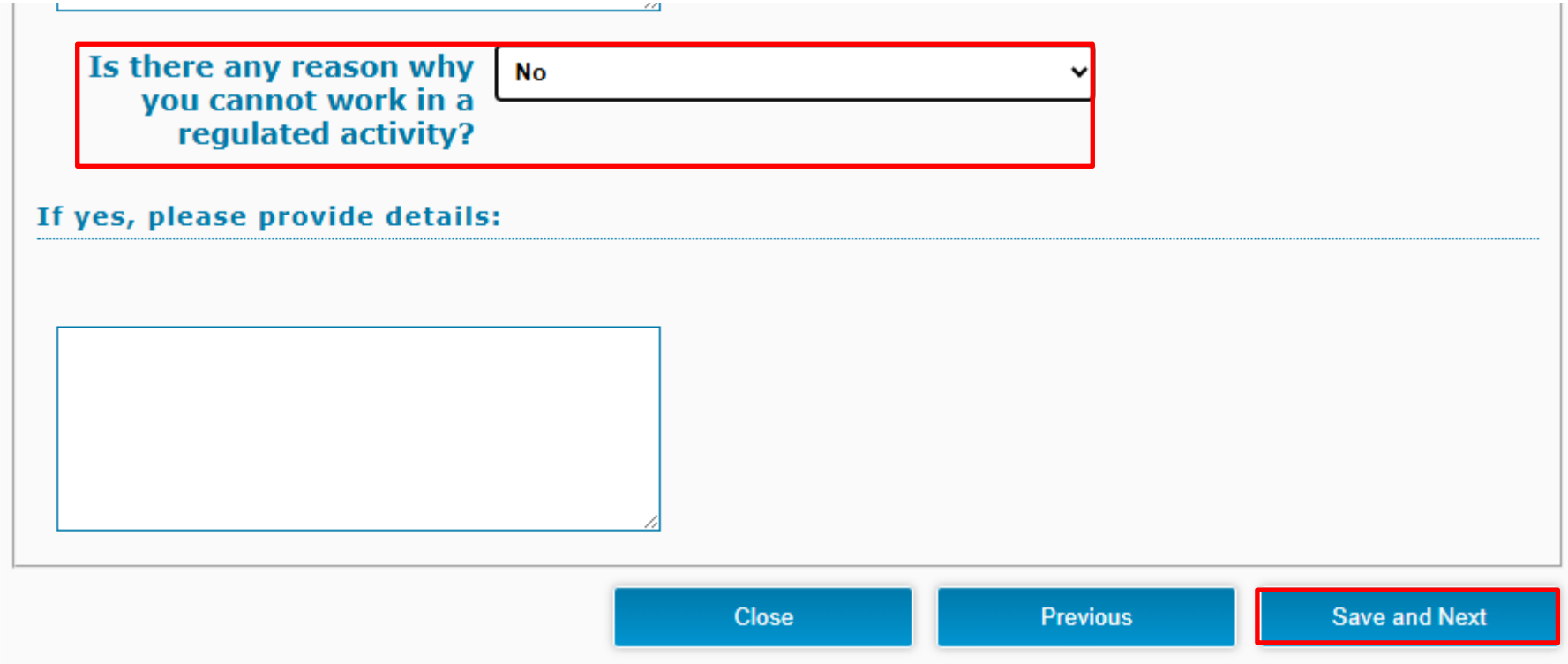
Name of Applicant	
Date of Birth	
Address	

b. If you are unable to obtain a signed medical fitness form, you have the option of providing a self-certification of your medical fitness to carry on the role. If you wish to take this option, please input the reason for making a self-cert within the text box at the bottom of the screen and tick the declaration below it:



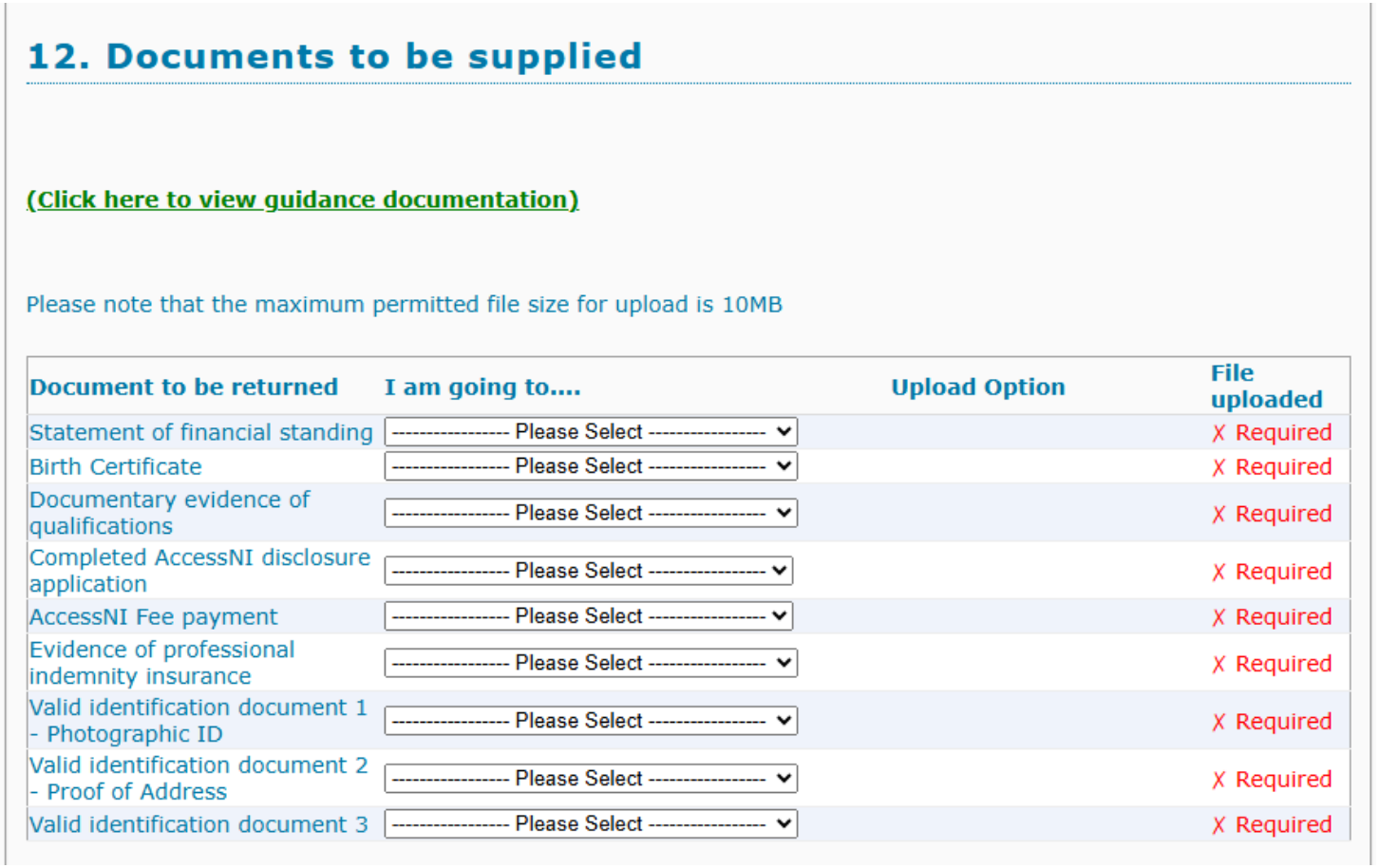
25. Once you have completed your selected action, click on 'Save and Next' to continue.

26. Next, you will be asked to declare any criminal offences, pending prosecutions, or criminal investigations you may be subject to. Please select either 'Yes' or 'No' in response to each of these three questions. If you have any information you wish to disclose, please type the details within the text boxes provided:



27. Once you have completed this page, click ‘Save and Next’ to continue.

28. Page 12 lists the supporting documents required in support of your application. Please note that all applicable supporting documents must be submitted electronically using the upload button. This should include clear scanned copies of your identification documents. The maximum file size permitted is 10MB.



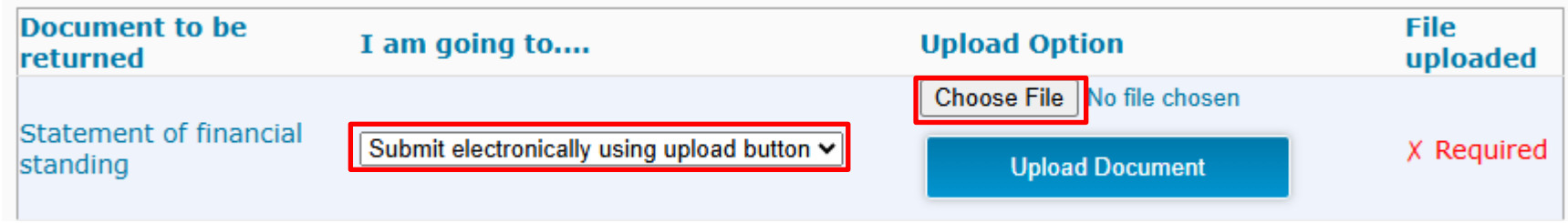
12. Documents to be supplied

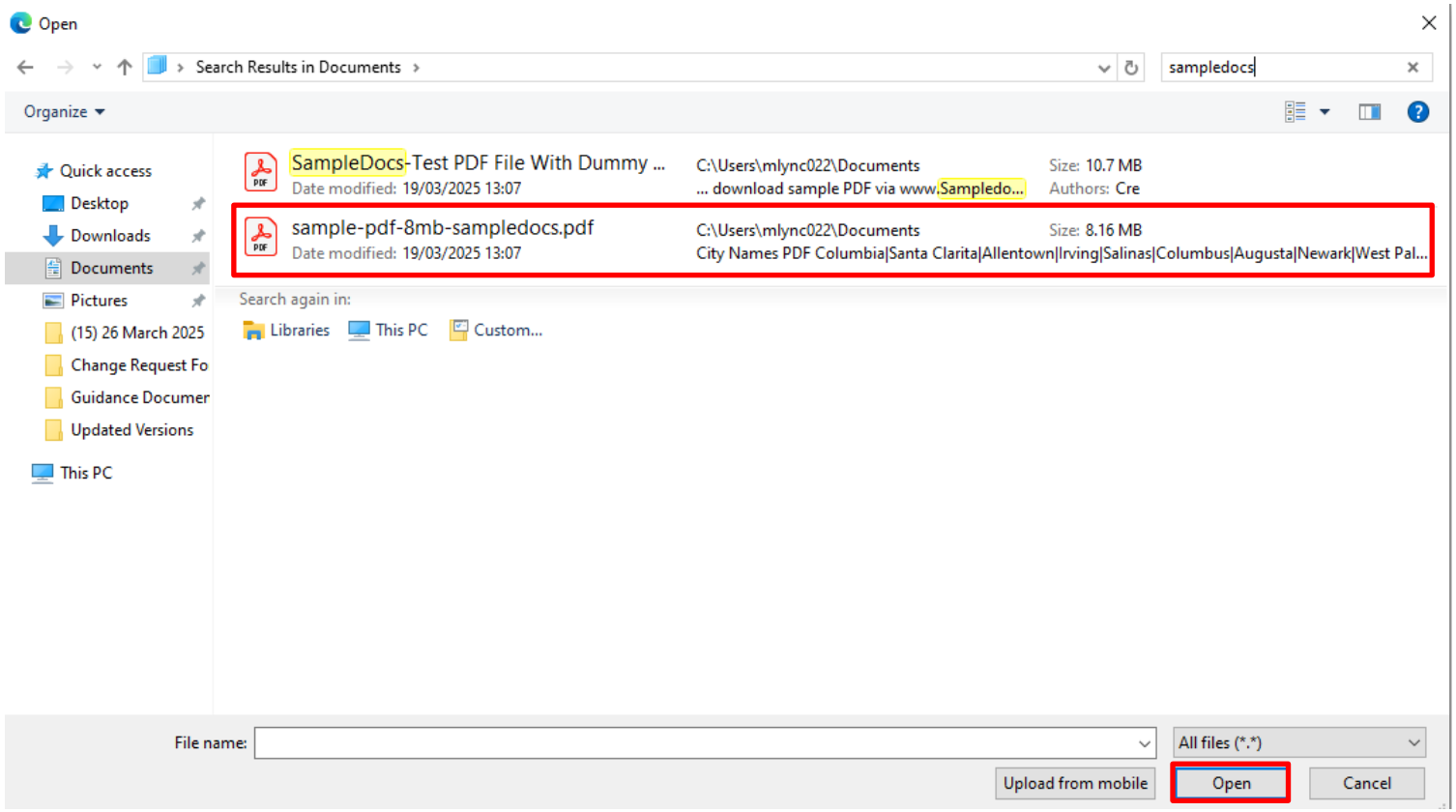
(Click here to view guidance documentation)

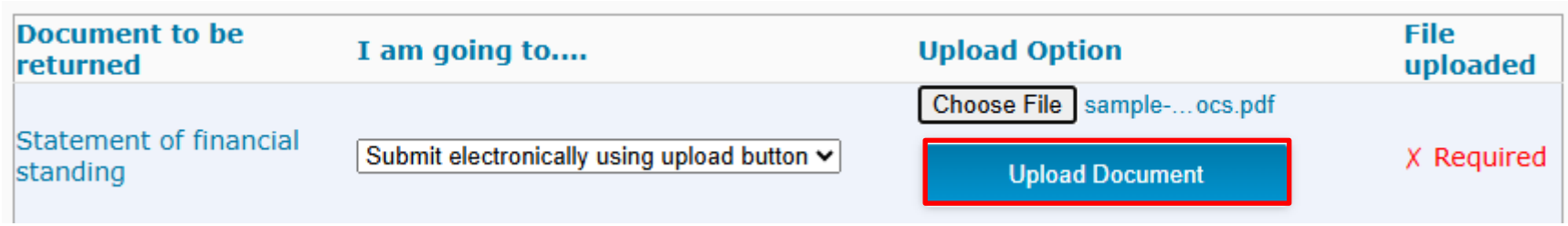
Please note that the maximum permitted file size for upload is 10MB

Document to be returned	I am going to....	Upload Option	File uploaded
Statement of financial standing	---------- Please Select ----------		✗ Required
Birth Certificate	---------- Please Select ----------		✗ Required
Documentary evidence of qualifications	---------- Please Select ----------		✗ Required
Completed AccessNI disclosure application	---------- Please Select ----------		✗ Required
AccessNI Fee payment	---------- Please Select ----------		✗ Required
Evidence of professional indemnity insurance	---------- Please Select ----------		✗ Required
Valid identification document 1 - Photographic ID	---------- Please Select ----------		✗ Required
Valid identification document 2 - Proof of Address	---------- Please Select ----------		✗ Required
Valid identification document 3	---------- Please Select ----------		✗ Required

a. You should scan, save, and upload these documents by selecting the ‘Submit electronically using upload button’ submission method. This will allow you to browse and select a file saved on your hard drive. Please select and ‘Open’ the relevant document to populate the file path and then click ‘Upload Document’ to complete the upload:

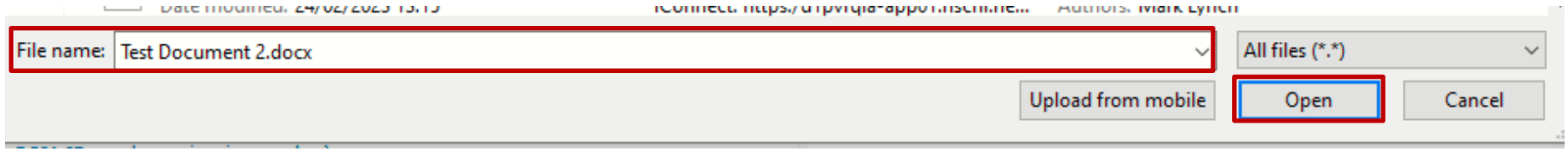




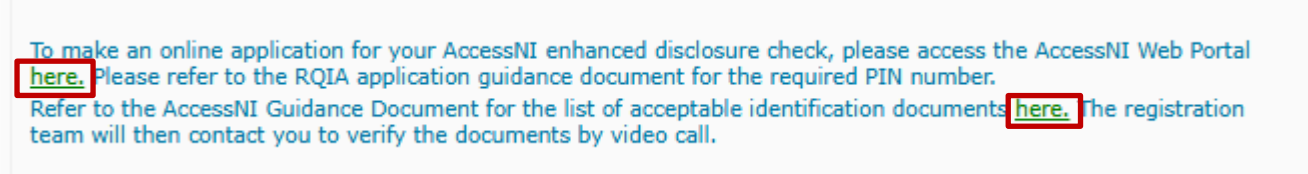


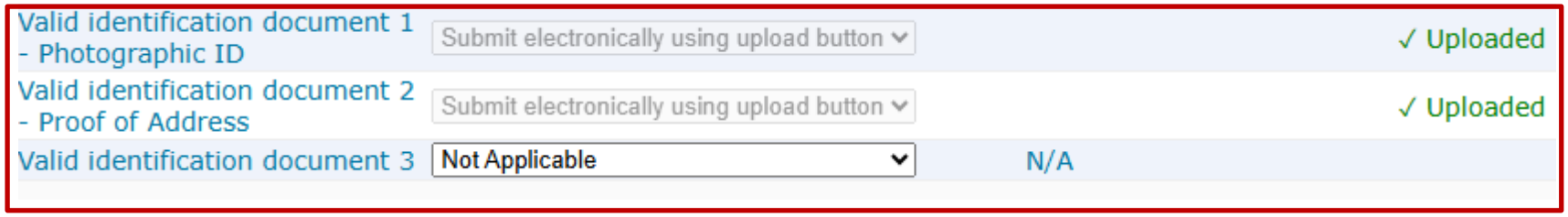
29. We also require a £32 payment in order to process your enhanced disclosure check. All fees should be paid by BACS transfer.
BACS transfers should be made to the following account details - Sort Code 902127, Account No 88056622. Please include your name and/or the name of your service within the payment narrative.

Once you select BACS payment from the dropdown menu, you will be prompted to upload evidence of the payment. Ideally this will be a screenshot of the BACS transfer or a remittance advice. Please follow the method of upload as shown below:

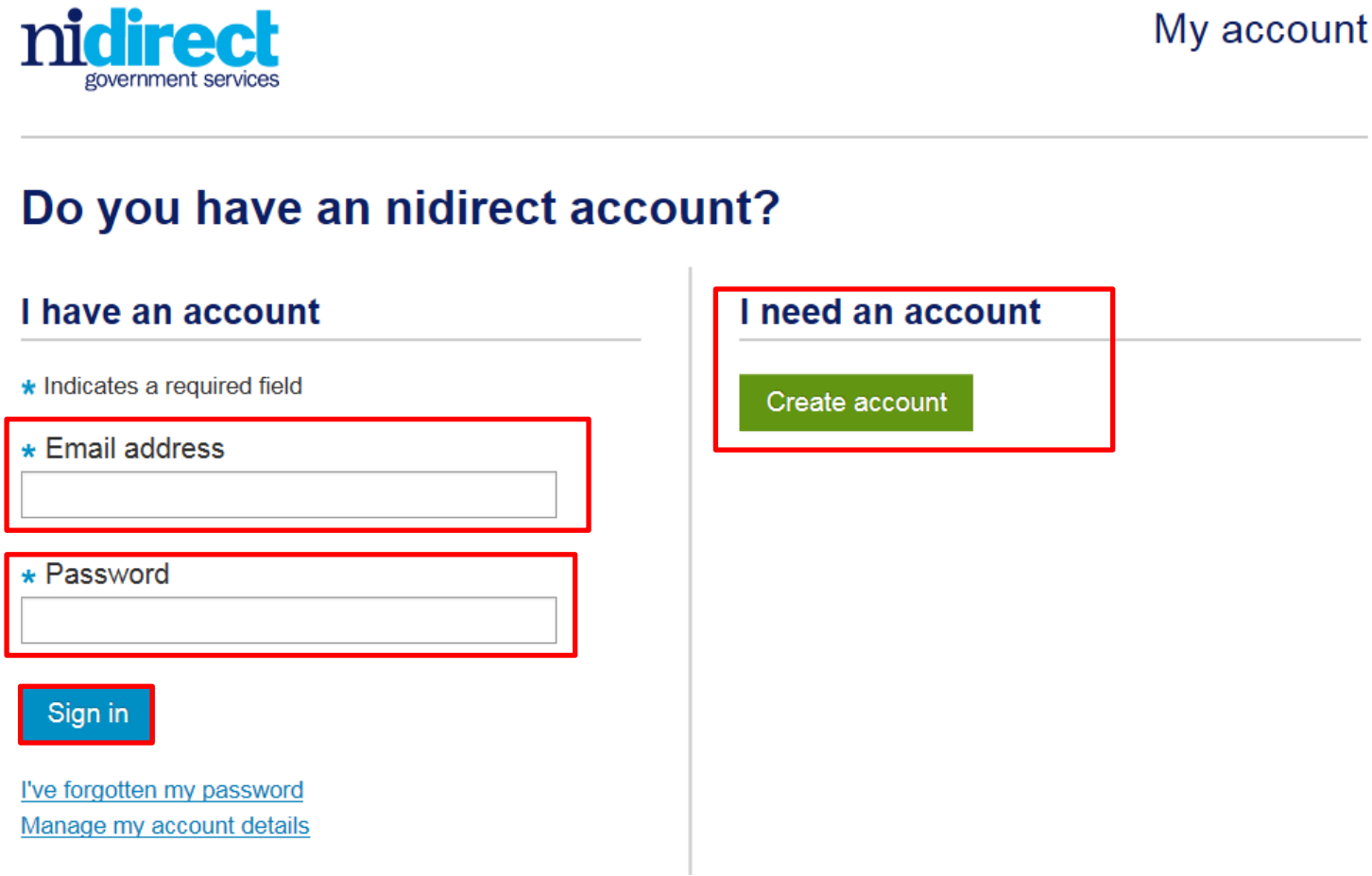


30. All enhanced disclosure applications must be made through the AccessNI portal. The 'Documents to be supplied' page includes a hyperlink which takes you to the NI Direct page where you can submit your online enhanced disclosure application, and a second link to the list of accepted identification documents. You are required to submit a photographic ID (e.g. passport or driver's licence) and proof of address (e.g. utility bill) with your application, and have the option of submitting a third ID document (e.g. a marriage certificate), all of which should be uploaded electronically:

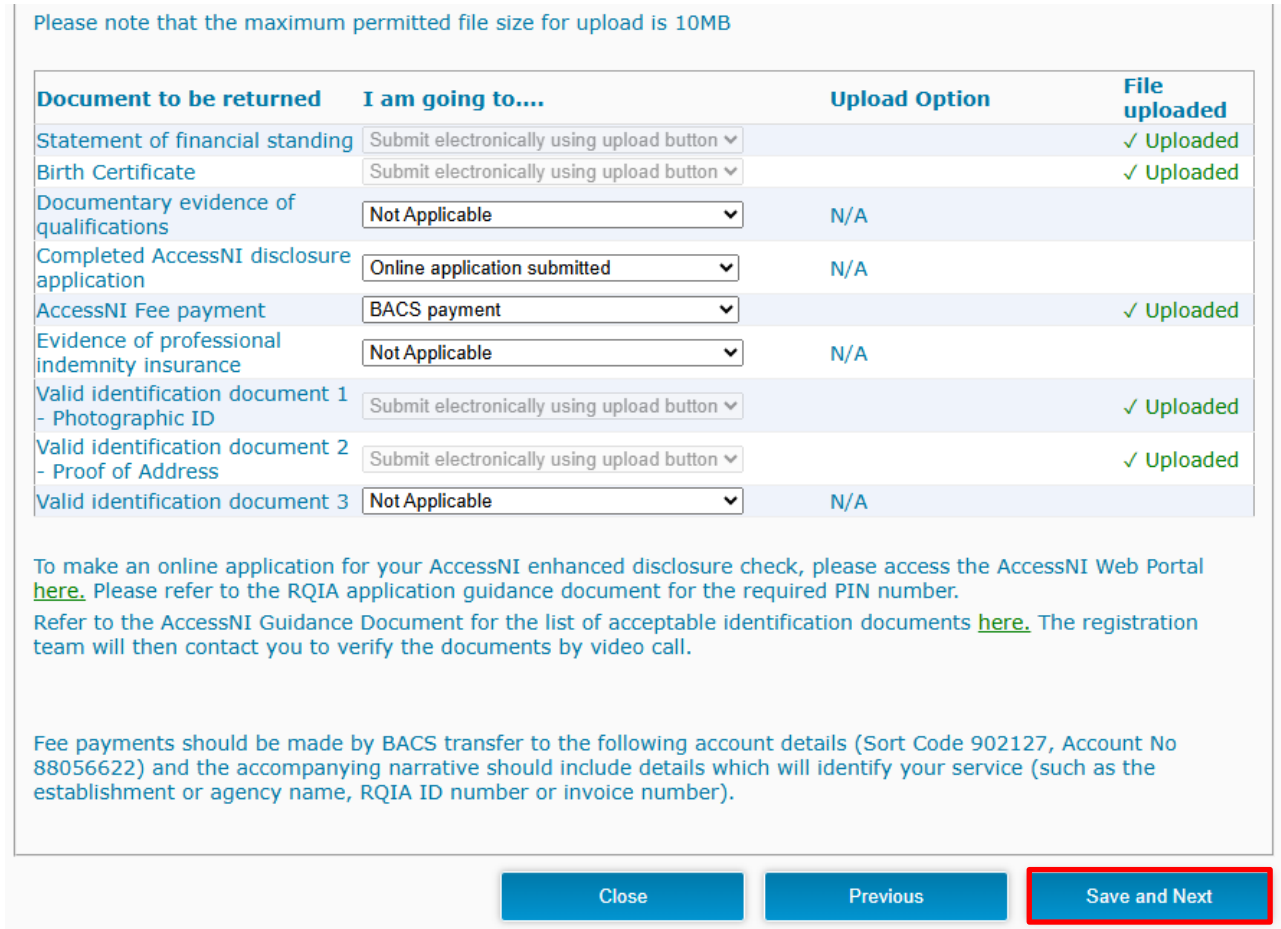




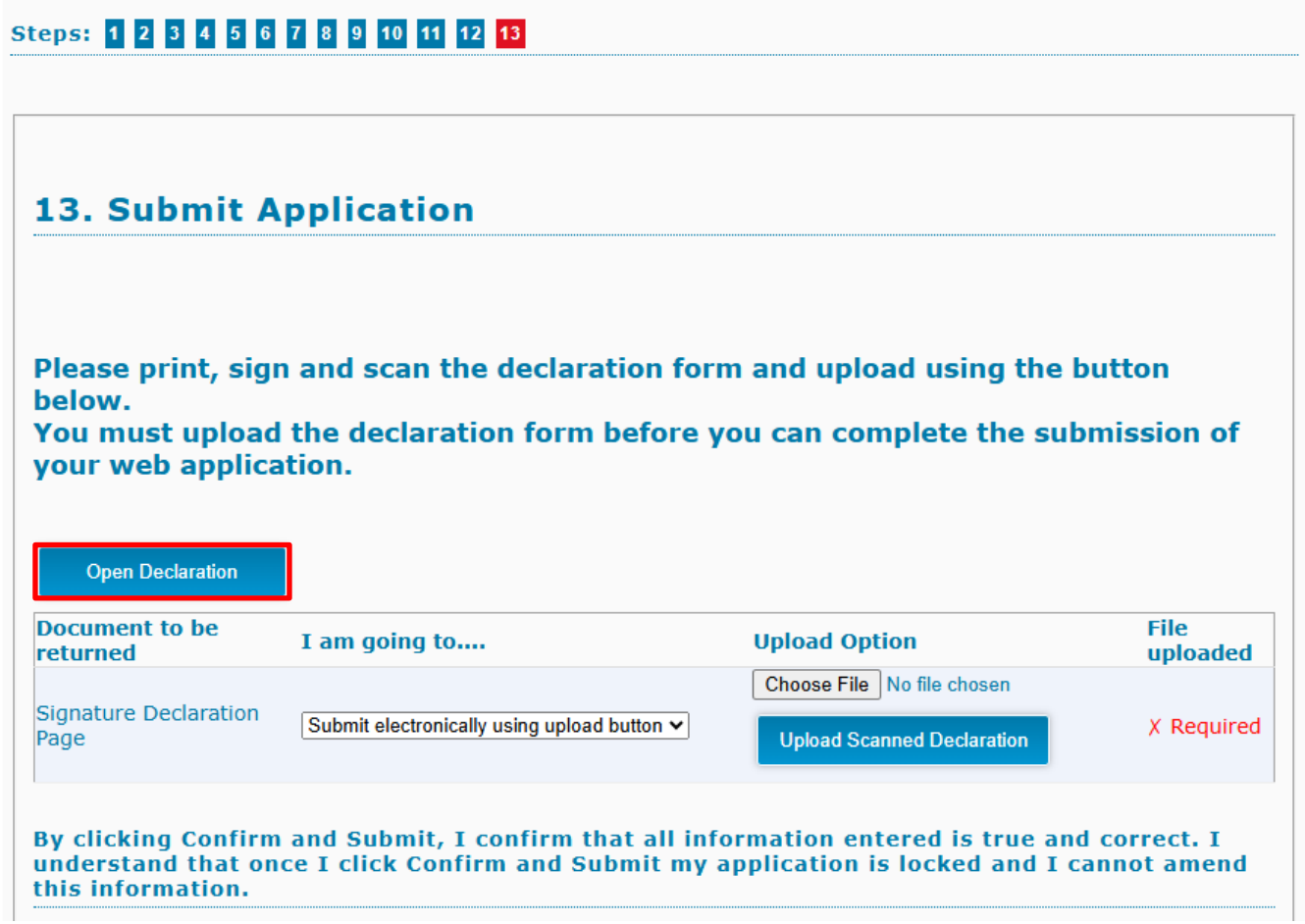
31. If you do not already have a NI Direct account, you will need to create one. When your account is active, enter your login details and then select the option to make an enhanced disclosure check through a registered body. When you proceed through the web form, you will be asked to provide a PIN number. Please enter the following number – **497850**. You should follow the instructions on screen in order to complete your disclosure application. When you have completed and submitted your web form, please make a note of your case reference number.



32. You should now have selected dropdown options and/or uploaded files for all of your supporting documents. Please click ‘Save and Next’ to proceed:



33. The final page allows you to complete your online submission. Initially, you should click on Open Declaration.



Form Reference: PF011454

DECLARATION

I certify that all information in respect of this application is, to the best of my knowledge and belief, correct and complete and I understand it is my responsibility to inform the Regulation and Quality Improvement Authority (RQIA) of any information that is relevant to my application, and to update this information accordingly.

I understand that an AccessNI Disclosure Check must be completed before my application for registration can be confirmed. I am aware that spent convictions may be disclosed and I consent to the check being made.

I have knowledge and understanding of my legal responsibilities in relation to the carrying on of an establishment/agency and intend to do so in accordance with legislative requirements, DHSSPSNI Minimum Standards and other relevant standards set by professional bodies and standard setting organisations.

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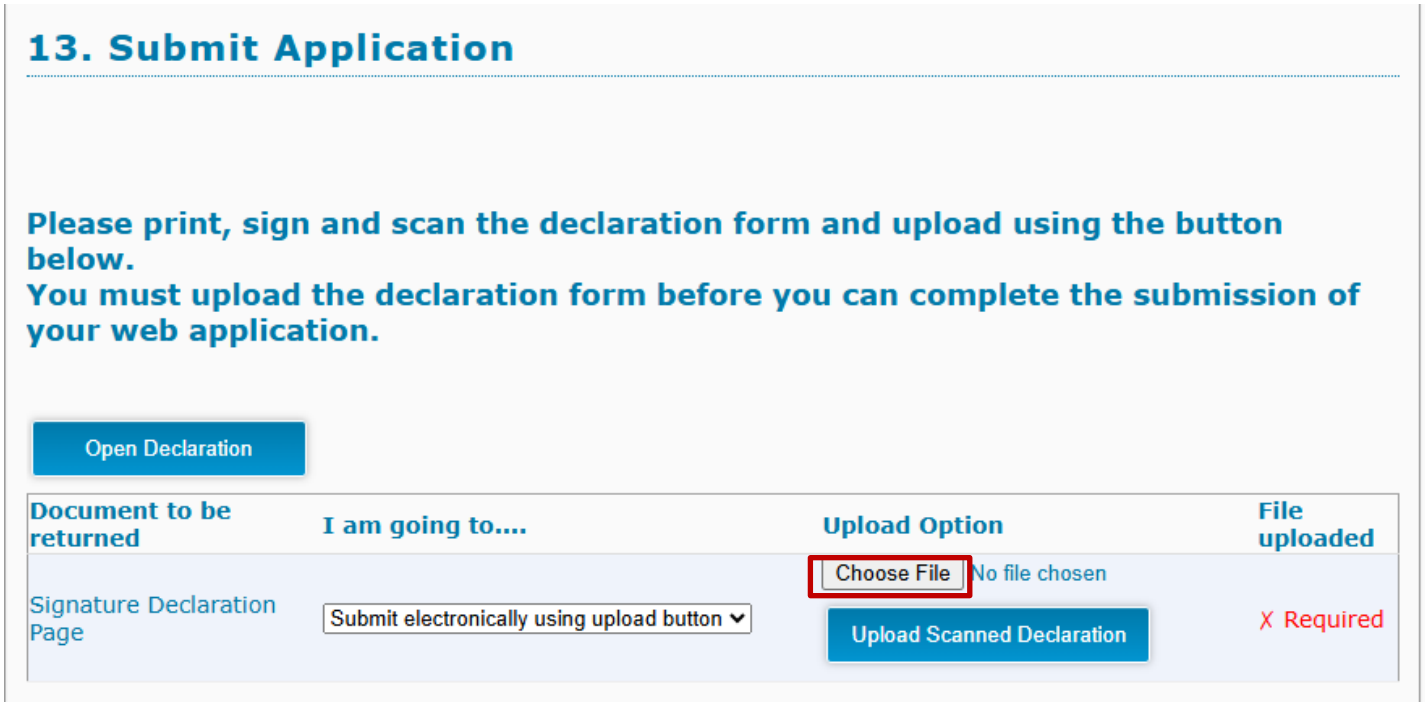
Should it be required, I intend to undertake up-date training to ensure I have the necessary knowledge and skills (including supervision and performance appraisal) to manage the establishment/agency. I will maintain registration with the relevant professional regulatory body and adhere to its Code of Professional Conduct.

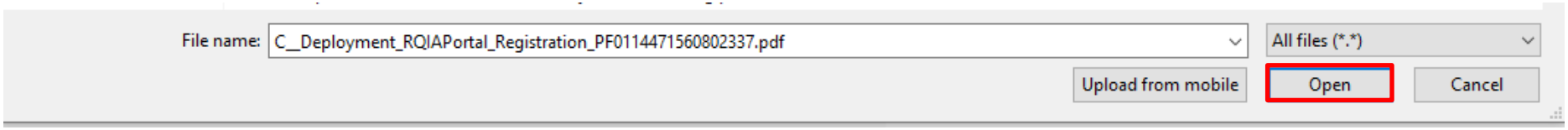
I understand and agree that by using RQIA's Web Portal I will be bound to comply with the Terms & Conditions of Use. These Terms & Conditions of Use can be found at https://portal.rqia.org.uk/TermsAndConditions.aspx

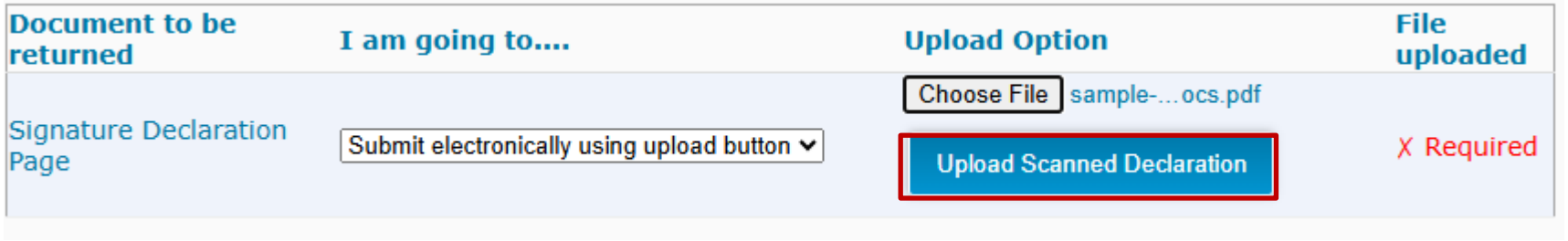
Applicant Name (please print)	Signature	Date *(dd/mm/yyyy)*

Please print, sign and scan the declaration form and upload using the button on the final page of the web portal form.
You must upload the declaration form before you can complete the submission of your web application.

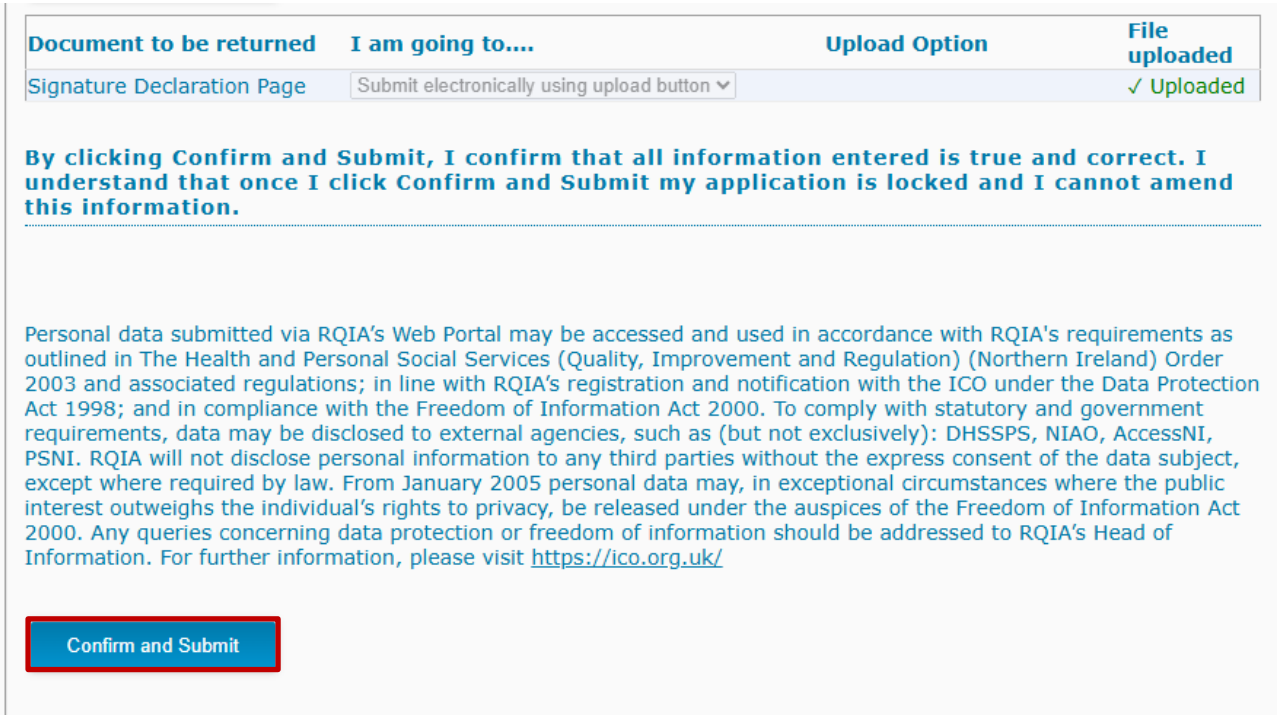
34. Return to Page 13 and upload your scanned declaration form by following the steps below:



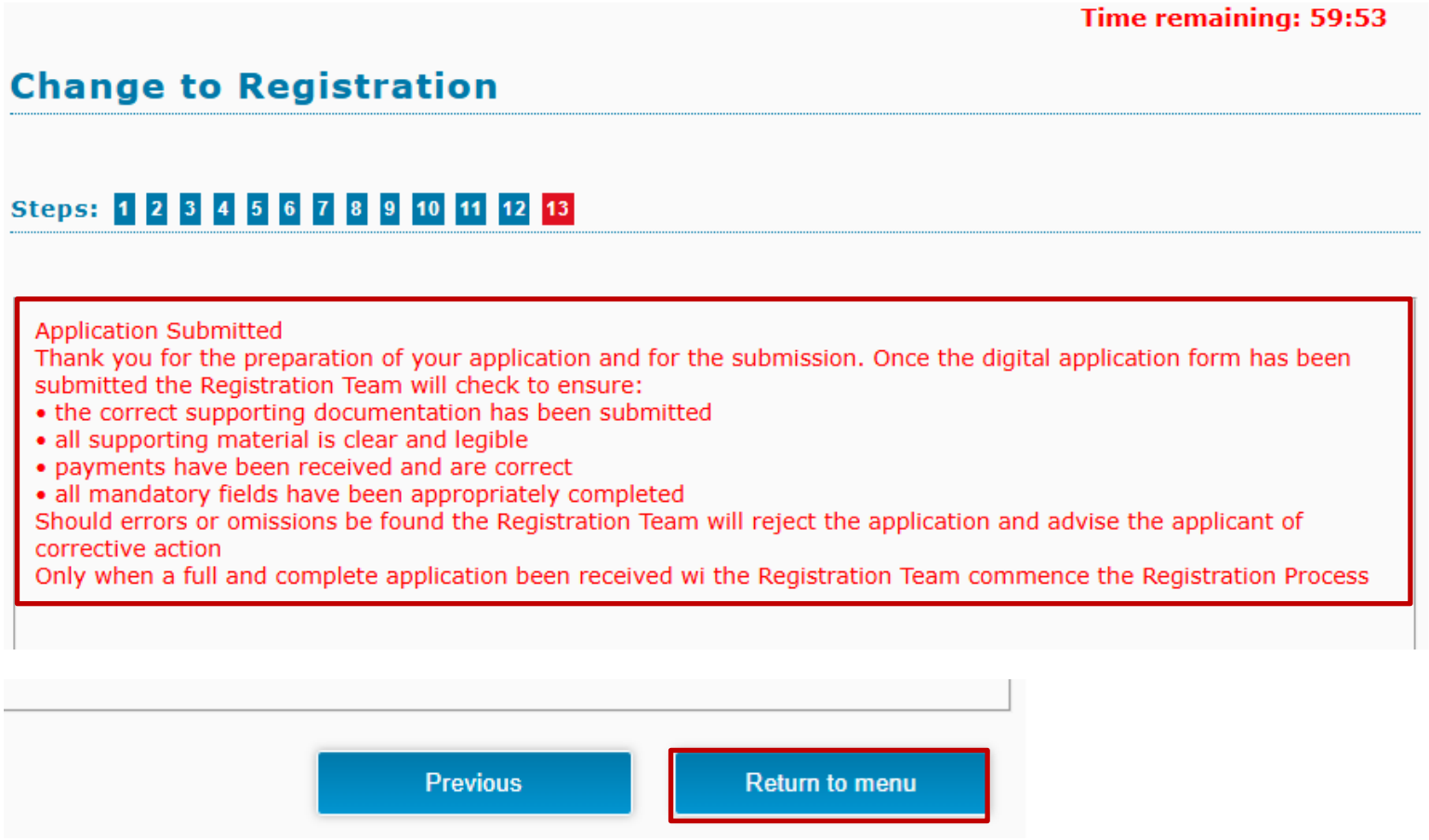




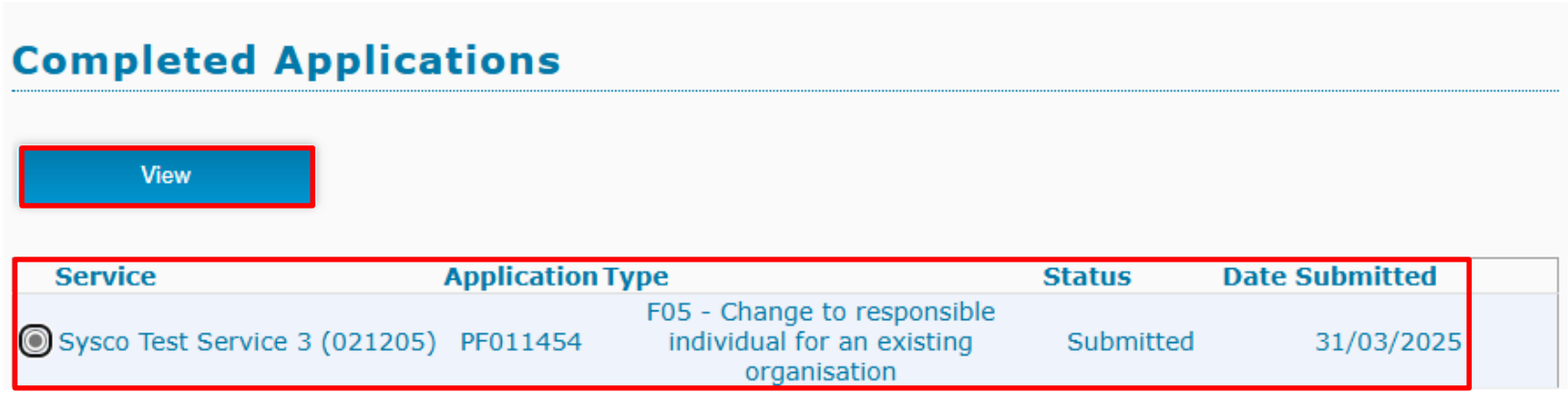
35. Once the Declaration Form is successfully uploaded, click on Confirm and Submit to complete your submission. Please note that it will not be possible to make further changes after this point.

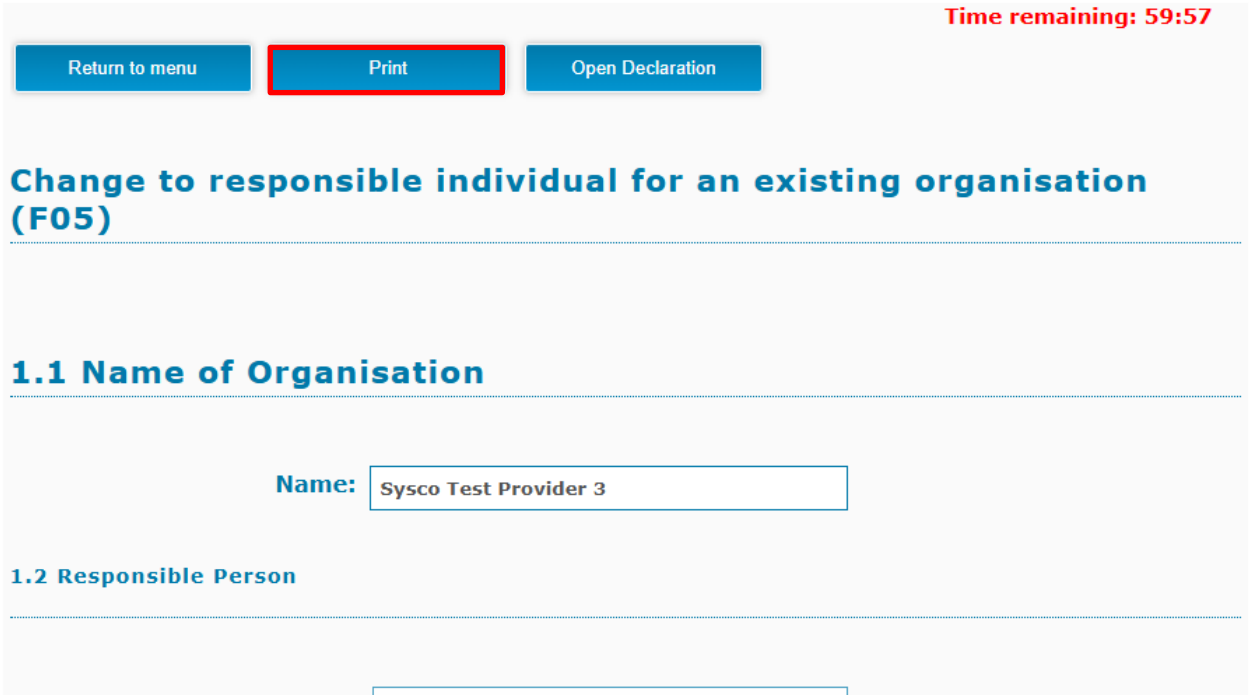


36. You will receive the following message confirming the application has been submitted. You can then return to the menu by clicking on the button provided.



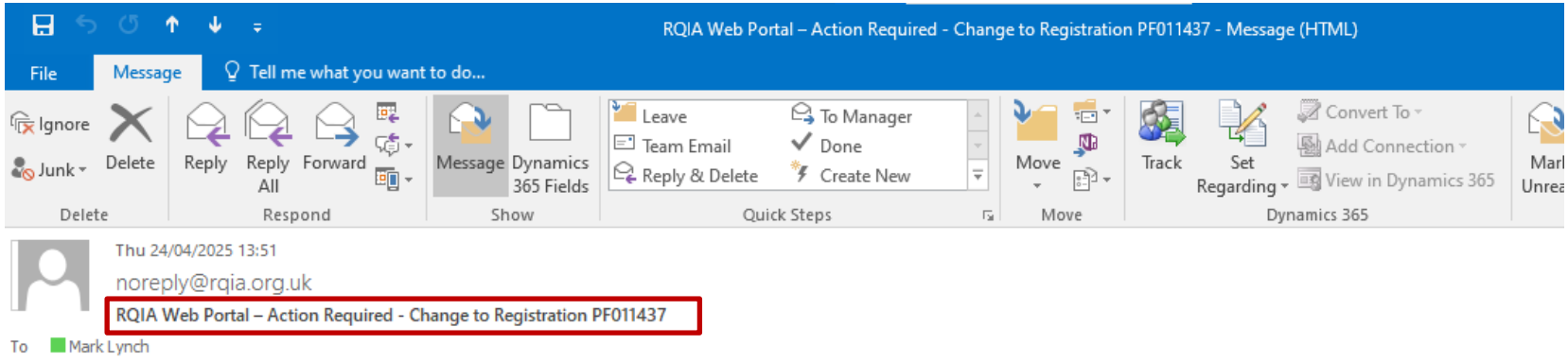
37. Your application will now be sitting within your Completed Applications section in the Changes to registration sub menu. You cannot make further changes to the web form at this point but you can view and print your application.





38. Your application has now been submitted to RQIA. We will complete the initial assessment of your application and supporting documentation and contact you if further information is required.

39. If any additional documentation or information is required, the registration team may 'reject' or return your application for amendment. If this is the case, you will receive an automated email (as below) instructing you to log into your account and listing what issues need to be addressed.



The change to registration PF011437, for Sysco Test Service 3 requested by A Tester on 24/04/2025 has been reviewed by a member of the Registration Team. T can be processed: Rejection Test.

To review and amend this request:

- log onto RQIA's Web Portal https://portal.rqia.org.uk
- select PF011437 from "Applications to be Submitted / Resubmitted" and click "Update".
- amend as necessary and resubmit the application.

Please do not reply to this message as this is an unmonitored e-mail account. Click the link provided if you would like to contact us.

Regards

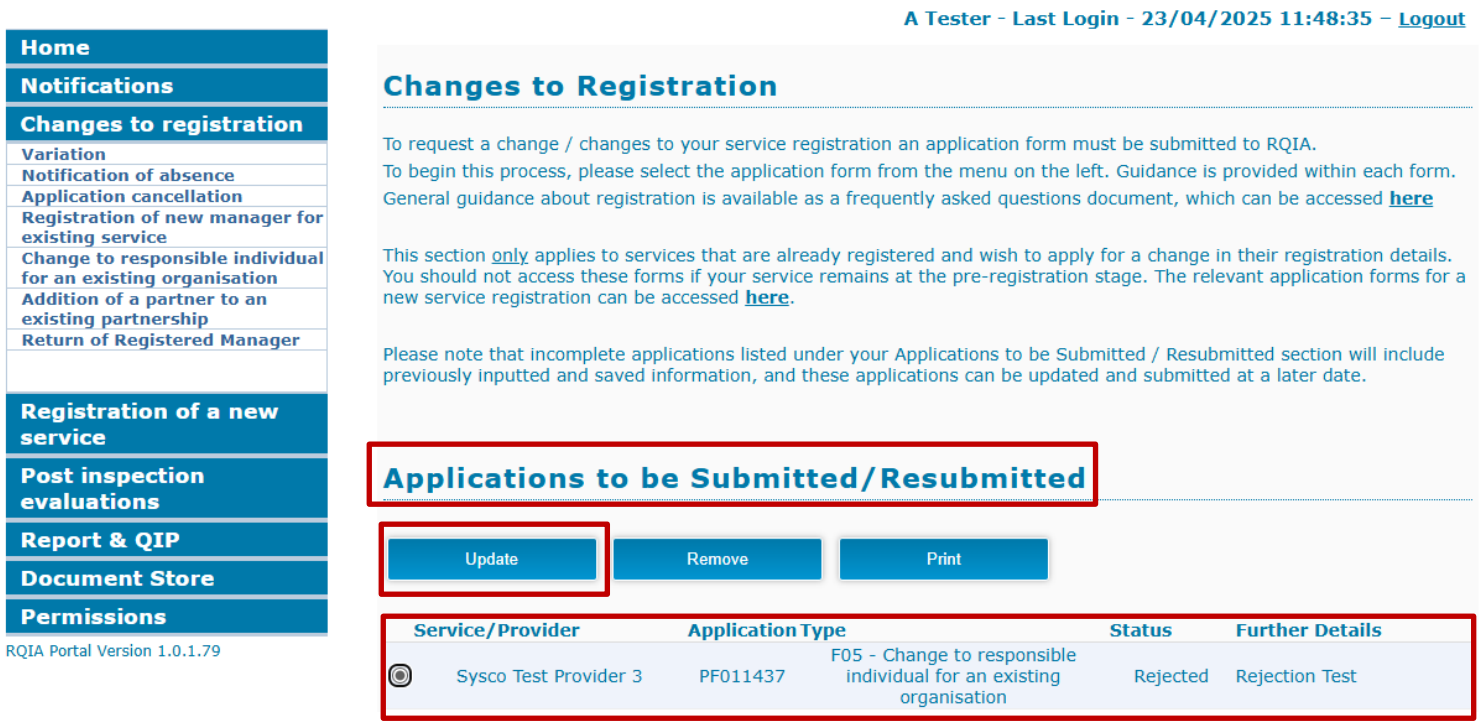
Registration Team

Regulation and Quality Improvement Authority

James House

2-4 Cromac Avenue

40. The ‘rejected’ application will once again appear in the Applications to be Submitted / Resubmitted section. This will allow you to Update and Resubmit the application once the issues identified have been addressed.



If you have any additional queries regarding your application or the registration process, please contact registration@rqia.org.uk.