Submitting Vetting applications to the Catholic Church Northern Diocese Vetting Office

1. Method

By post remains the standard, preferred method. We recommend that the return details of the sender (e.g., postcode & house number) are written on the back of the envelope so that in the event of the envelope not being delivered by Royal Mail (because insufficient postage has been made for example), then it can be returned to the sender without being opened by Royal Mail. The Catholic Church Northern Dioceses Vetting Application Form should be accompanied by the applicant's Confidential Declaration Form (within a separate sealed envelope) as posting the forms separately will result in delays and unnecessary chasing up missing forms.

2. Source

Applications must be submitted by the designated Parish representative – not the applicant. The Parish representative is responsible for overseeing the submission of applications and ensuring that the forms are completed fully and correctly and in a timely manner. The paper forms must be submitted to the Catholic Church Northern Dioceses Vetting Office as soon as the online Access NI Application has been made.

The Parish Representative should provide the applicant with all the necessary guidance to enable them to complete both the paper forms and the online processes.

The representative must be satisfied that all the applicant's names, (first names, birth names, maiden/previous names), personal details and AccessNI Case Reference number are captured on the Vetting Application Form. Where necessary, the representative should query/confirm the details supplied by the applicant.

The Parish representative must also ensure that full details of the role are entered at Part 2 of the Catholic Church Northern Dioceses Vetting Application Form and sign and date Page 2.

A sealed envelope containing the Confidential Declaration Form must accompany the Catholic Church Northern Dioceses Vetting Application Form.

3. Emailed Applications

Emailed applications may be accepted on occasions, for example, where there are time constraints, but sending applications by email should be the exception rather than the rule.

As previously indicated, applications must be sent by the designated Parish representative, not the applicant,

3.1 Format (of emailed applications)

The Catholic Church Northern Dioceses Vetting Office staff need to be able to open an emailed application and send it straight to a printer without any form of manipulation (e.g., copying and pasting separate pages).

Therefore, we will only accept emailed applications that have been scanned and sent as a PDF and only when accompanied by a Confidential Declaration Form.

We will not accept applications where the pages of each form have been photographed and uploaded separately.

If there are multiple applications to be sent, they should be scanned en-bloc and not separately.

3.2 Confidential Declaration Forms (for emailed applications)

An applicant is not obliged to share their completed Confidential Declaration Form with the Parish Representative. Some may choose to do so because they have not declared any offences on it, but that is their choice. If an applicant prefers not to share the Confidential Declaration Form with the Parish Representative, then we must insist that both Vetting Application Form and Confidential Declaration Form are sent in the post together.

We cannot maintain a system where the Catholic Church Northern Dioceses Vetting Application Forms and Confidential Declaration Forms come in at separate times – either by post or by email - as unnecessary time is spent chasing up the missing form/s.

4. Online ACCESSNI applications

Guidance for applicants has already been issued regarding how to make the online AccessNI application.

The Parish representative should provide the applicant with a copy of the guidance document and remind the applicant to carefully read the instructions about making an online AccessNI application – e.g.. fill in all names, pay attention to expiry dates (e.g., Driving Licence), do not submit a document that does not match the address on the Catholic Church Northern Dioceses Vetting Application Form or the address used to create the NIDirect account.

The Vetting Office is obliged to check and compare all information supplied and may have to return the application to the applicant for amendment. AccessNI can, and does, conduct checks on online applications to ensure that full, accurate information is provided.

Correct completion of the forms and the online AccessNI applications will reduce the need for queries to be made by either the Vetting Office or AccessNI.