



**ACCESS
NORTHERN
IRELAND**

www.nidirect.gov.uk/accessni

ANI CIRCULAR : 1/2019

Date: 7 March 2019

AccessNI Fees

This circular contains important information about changes to some AccessNI fees.

Detail

1. AccessNI is required to operate the disclosure service on a full cost recovery basis. This means that income must be received to cover the cost of operating the service. To this end, AccessNI charges fees for the various services provided.
2. A review of the AccessNI business model has been approved, resulting in the following fee changes for relevant applications received in AccessNI on or after from 1 April 2019:-

| Service | Current Fee | New Fee |
|----------------------|-------------|---------|
| Basic check | £26 | £18 |
| Standard check | £26 | £18 |
| Initial Registration | £150 | £195 |
| Add Signatory | £10 | £13 |

3. Whilst no change is being proposed to the fee for Enhanced checks at this point in time, projections within the business model have been extended through to the end of the current contract for our key IT service (September 2022). These projections, which include estimates for AccessNI costs and demand for disclosures, currently indicate there may be the need to make further fee adjustments in order to ensure the veracity of the cost recovery model, as follows:-

- The cost for Enhanced checks may increase from £33 to £35 from 1 April 2020; and
 - The cost for Basic and Standard checks may increase from £18 to £20, and Enhanced checks from £35 to £37 from 1 April 2022.
4. The AccessNI Business Model is subject to annual reviews; the above changes will only be brought into effect if it is clearer during such annual reviews that the 'medium to longer term' assumptions are likely to materialise. AccessNI will endeavour to keep Signatories apprised of developments in this regard.

Handling

5. In order that AccessNI can manage the transition to these new fee rates the nidirect application pages for Basic and Standard checks will be unavailable from 4pm on 29th March 2019 until 9am on 1 April 2019. In addition, any paper applications for Basic and Standard checks received in AccessNI on or after 1 April, that include payment for the wrong fee amount, will be returned to the applicant unprocessed.
6. If you have any queries regarding the content of this circular please contact the AccessNI Finance Team on 0300 200 7888.

CIRCULAR END
