To complete your Venloc registration, you must apply for an Access Northern Ireland check and enter your certificate number in Venloc.

If you are already have an Access Northern Ireland Certificate, you will still be required to apply for a new Access Northern Ireland certificate through Asda.

1. Applying for an Access Northern Ireland Certificate:
   - You must contact the People Manager at an Asda store where you will be providing your locum services to. The People Manager will take your name and contact details over the phone.
   - You will receive online instructions via email from Security Watchdog. This will include:
     - Guidance notes on how to complete your online Access NI application via the NI Direct website.
     - A ‘PIN Notification and ID Verification Form’
   - Once you have completed your online application, you must contact the People Manager to book an appointment and take with you:
     - Your completed ‘PIN Notification and ID Verification Form’
     - Your ID (outlined in the guidance notes)
   - Once you have submitted your paperwork to the People Manager, you must contact Security Watchdog on 0114 241 3280 (option 1) to make your payment.
   - Please note to apply for an Access Northern Ireland check there is a cost of £81.49. You are required to cover this cost and it will not be reimbursed by Asda.

2. Completing your Venloc application:
   - Once you receive your certificate, you must input your certificate number in Venloc so that you can complete your registration (please note for locums that are already approved on Asda Venloc, the People Trading Manager must enter the certificate number in Venloc on your behalf).
   - You must contact the People Manager and make an appointment for them to view the hard copy of your certificate and approve your application on Venloc.

Working in England, Wales and Scotland

If you also provide locum services to Asda in England, Wales and/or Scotland you will be subject to additional Safeguarding checks in order to be compliant with legislation in the country where you are providing these services. You must contact the People Manager at a store you locum for, in each country you wish to provide your locum services to.