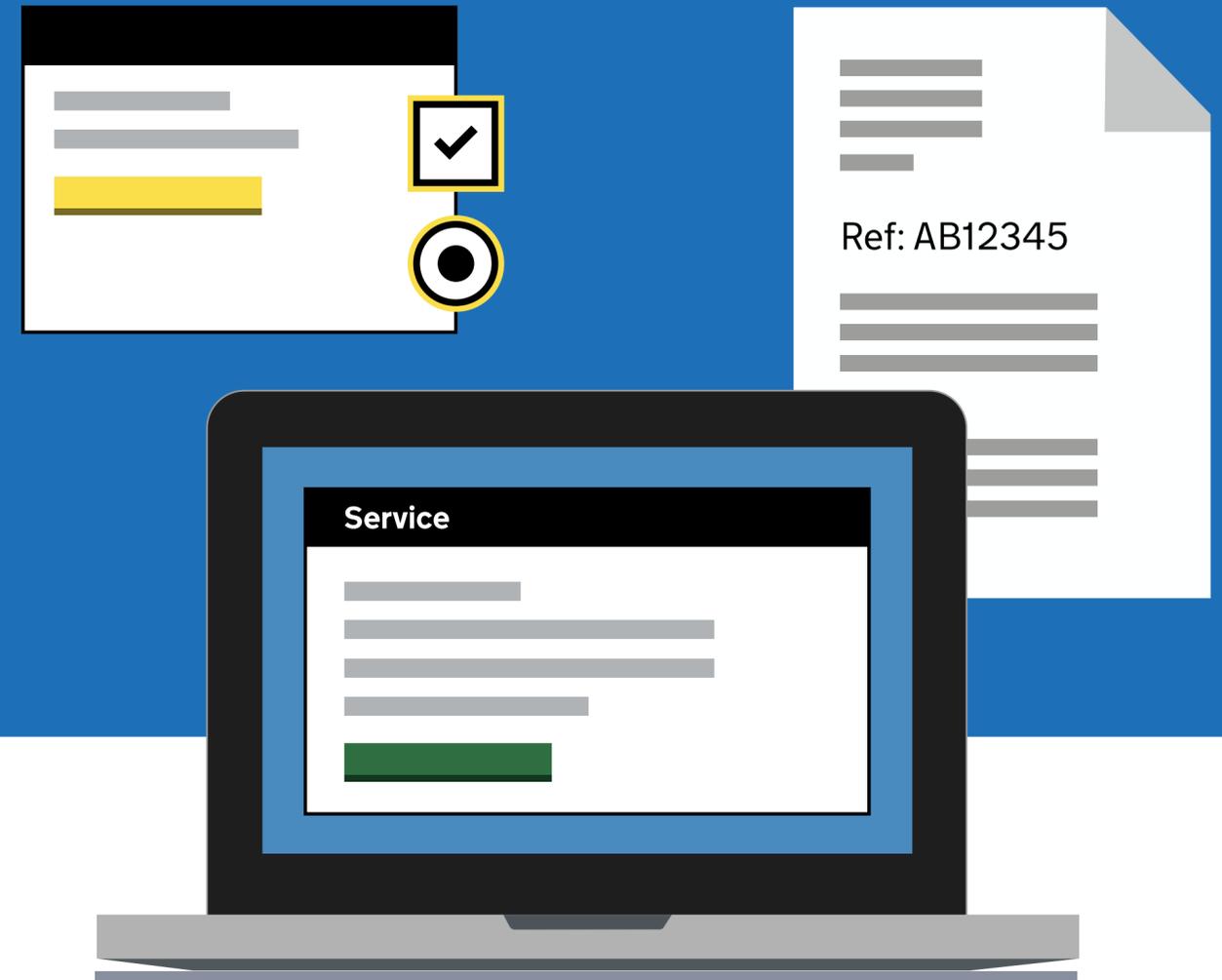


HOW TO GUIDE

Accreditation check

Manual submission



Content

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- Step-by-step interim process

- About the manual upload template

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- Submitting the manual upload template

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Purpose of the how to guide

This How To Guide provides support and guidance for organisations within the aviation industry that do not use ID Gateway.

If your organisation does not use ID Gateway to submit AC applications, you will soon be required to submit your AC requests via the AC Portal. We will begin rolling out the Portal service to all users from April 30th while maintaining the existing email based non-API service until 31st May 2022, by which point all organisations will have been onboarded to the new Portal service.

This guide explains:

How to complete the manual upload template (spreadsheet)

How to submit information

How to access support if you are experiencing issues or have a query

How to access the portal



STEP 1

Invites are sent via email this contains a link and temporary password



STEP 2

Follow the link and sign in using your email and temporary password



STEP 3

Create a new password to secure your account



STEP 4

Set up Multi factor security to protect your account further



STEP 5

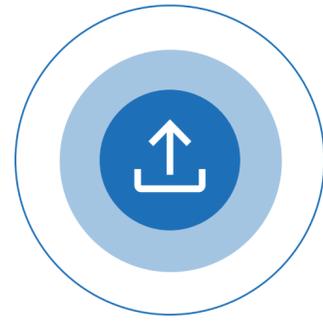
Download the template and start adding applicants

The upload process



STEP 1

Complete and save the template



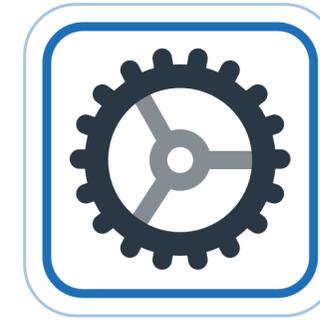
STEP 2

Submit the template using AC Portal



STEP 3

The portal flags any issues with the spreadsheet.



STEP 4

The application is processed



STEP 5

Results are automatically returned via email

About the template

The template is made up of six sections:

- 1 Core Information
- 2 Existing Clearance
- 3 Identifiers
- 4 Email Addresses
- 5 Telephone Numbers
- 6 Address

Top tip

Try to complete non-mandatory template fields wherever possible.

Submitting as much information as you can at the start reduces risk of processing delays.

Key message

Entering incorrect information into the template will result in a Denial for Accreditation Check.

About the template

Mandatory Fields

The template contains a mix of both mandatory and optional fields.

It includes automated checking fields to ensure that all mandatory information is included before you submit an application.

When the relevant cell turns green, it means that you have successfully provided the mandatory information required for that field.

Personal telephone number	Existing Clearance Number	Telephine Number Check
		OK
Telephone Numbers Required - you must supply at least one telephone number		

About the template

Field Validation

The template has inbuilt field validation and drop down lists to ensure that the correct information is entered.

You need to select from a drop down list for the following fields:

Existing Clearance

Passport Country

National Identity Country

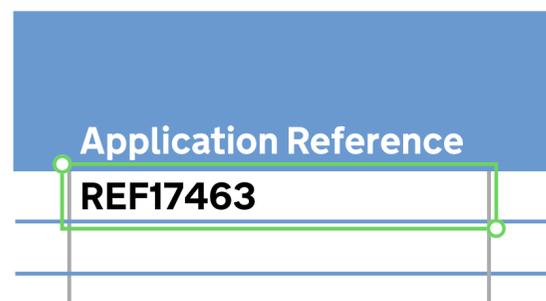
Country

Key message

Free typing is available for drop down fields, but the value entered must appear in the list.
An error message will show if the value entered is not in the list.

Completing the Template

Core Information



The diagram shows a blue rectangular box representing the 'Application Reference' field. Inside the box, the text 'Application Reference' is written in white. Below this, the value 'REF17463' is displayed in black. The field is bounded by a green line, and there are vertical lines extending downwards from the corners of the field, suggesting it is part of a larger form structure.

Application reference - *Mandatory field

Fee text alphanumeric and non-alphanumeric

Maximum of 32 characters

A unique Application Reference ID is required for every applicant. This reference ID will be used throughout the process and in the status notification updates you will receive.

Top tip

There is no set format for the Application Reference. You may wish to choose an identifier that is relevant to your internal management procedures for administrative and invoicing purposes.

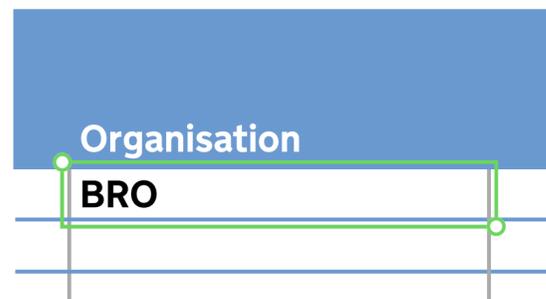
Key message

As a security measure, it is strongly recommended that the Application Reference **does not contain any personal information relating to the applicant.**

This is to ensure that sensitive information cannot be obtained via status notification updates.

Completing the Template

Core Information



A screenshot of a form field. The field is a white rectangle with a blue header bar on top. The header bar contains the text "Organisation" in white. Below the header bar, the text "BRO" is entered in black. The field is outlined with a thin blue border. There are small green circles at the top-left and bottom-right corners of the field, indicating a selection or focus state.

Organisation ***Mandatory field**

Free text, alphanumeric

This is a mandatory field for billing and management information purposes. You need to enter the Airport or Airline unique 2-3 character IATA code or, for organisations currently not using an IATA code, please use your specific organisation code as supplied to UKSV”

Completing the Template

Core Information

First Name	Middle names	Last name
Jon	James	Smith
Jane		Smith

First Name - *Mandatory field

Middle Names - Optional field

Last Name - *Mandatory field

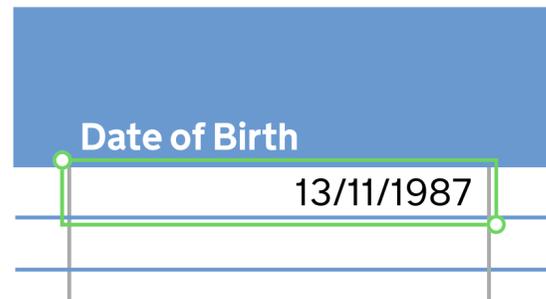
Enter all names where available, exactly as they appear on the applicants identification document.

Key message

In the event of an applicant having a single name; enter the name into the appropriate field, in accordance with their identification document, and enter a full stop in the other mandatory name field.

Completing the Template

Core Information



The image shows a form field with a blue header containing the text "Date of Birth". Below the header is a white input box containing the date "13/11/1987". The input box is outlined with a green border, and there are small green circles at the corners of the box, suggesting it is a screenshot of a digital form.

Date of birth - *Mandatory field

The Date of Birth field will autoformat to a date.
Please enter a date using the **dd/mm/yyyy** format.

Key message

Use the UK format for dates (day/month/year).
The US date format is not accepted.

Top tip

Complete non-mandatory template fields wherever possible. Submitting as much information as you can helps to avoid processing delays.

Completing the Template

Existing Clearance

Existing Clearance Type	Existing Clearance Number	Existing Clearance Check
SC	1-1234567	OK

Key message

Valid clearances will be cross-referenced with National Security Vetting data for validation.

This section is specifically for applicants who hold a valid National Security Vetting (NSV) Clearance.

Confirming an applicant has an existing valid NSV clearance means that your organisation will not be billed for the initial Accreditation Check.

Completing the Template

Existing Clearance



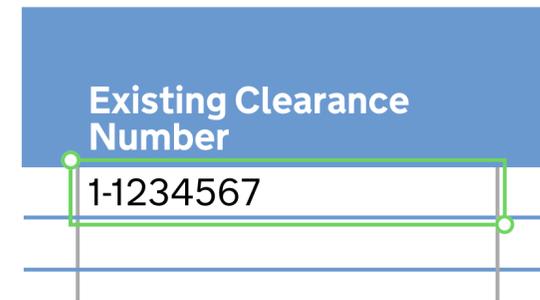
A diagram showing a blue header box labeled "Existing Clearance Type" above a white input field. The input field contains the text "SC" and a small downward-pointing triangle on the right side, indicating a drop-down menu. Green lines and small circles highlight the field's boundaries.

Existing Clearance - Optional field

Predefined drop down list

You need to select a value from the drop down list. Accepted values within this field are: CTC, SC, eSC, DV and eDV.

Clearances outside of this list are not considered to be core NSV clearances and are **not** accepted values.



A diagram showing a blue header box labeled "Existing Clearance Number" above a white input field. The input field contains the text "1-1234567". Green lines and small circles highlight the field's boundaries.

Existing Clearance Number - Optional field

Free text. Alphanumeric

Please enter the applicant's unique NSV clearance identifier if known.

Completing the Template

Identifiers

To successfully complete this section, the following information **must** be provided:

National Insurance Number

If the applicant does not have a National Insurance Number, then at least one of the following must be provided:

Passport Number plus **Passport issuing country**

UK Driving Licence Number

National Identity Number plus **National Identity issuing country**

Top tip

It is strongly recommend that both the applicant's National Insurance Number and Passport Number are provided as a minimum to avoid processing delays.

Key message

An EU Settlement ID can be entered as a National Identity Number with the National Identity Country entered as UK

Completing the Template

Identifiers

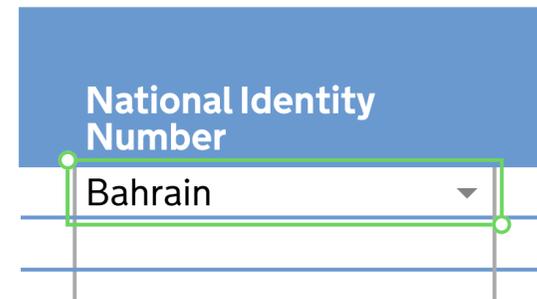


A diagram showing a dropdown menu. The menu is titled "Passport Country" and has a blue header. The selected option is "United Kingdom". The menu is highlighted with a green border and a green dot at the top left corner.

Passport country - *Mandatory field

Predefined drop down list

Mandatory if a passport number has been provided



A diagram showing a dropdown menu. The menu is titled "National Identity Number" and has a blue header. The selected option is "Bahrain". The menu is highlighted with a green border and a green dot at the top left corner.

National Identity Country - *Mandatory field

Predefined drop down list

Mandatory if a National Identity Number has been provided.

Submitting the Template

When logged into the portal click **'Request Accreditation Checks'**.

The 'Upload Accreditation Check Spreadsheet' page contains a link to download a blank Accreditation Check spreadsheet along with some guidance on how to upload it.

Click **'Choose File'** on the page. This will open a file browser window in which you can navigate to your chosen AC Template file and either double click or select **'Open'**. The filename you have chosen will then be displayed next to the 'Choose File' button. When ready to submit the Accreditation Checks, click the green **'Submit file'** button.

A loading spinner will appear while the file is uploaded and processed. Please do not navigate away until the upload result appears on the screen.

If the AC application template has been uploaded and validated a success message will be displayed. You will also receive an email to confirm the submission of AC checks.

If there is an issue with the AC spreadsheet a failure message will be displayed advising there are errors. Scroll down the page to view the row numbers for the applications which contain errors. Note: if the error message screen is received, no AC applications have been submitted from the spreadsheet.

Once all errors have been resolved the file upload can be attempted again.

Key message

Templates must be submitted using AC portal

Submitting the Template

Alternative format: Raw CSV can also be used for submitting applications. This option is provided to support more advanced approaches involving SQL extract or reporting.

In addition to the Excel file option, it is also possible to upload a CSV (Comma Separated Values) file with the same fields. This is to facilitate simple upload of requests extracted from another system.

All field names and validations for the Raw CSV format are the same as the Excel format, except for the following check columns that can be omitted:

- **Core Info Check**
- **Existing Clearance Check**
- **Identifier Check**
- **Email Address Check**
- **Telephone Number Check**
- **Address Check**

The CSV should be delimited with a comma. The line feeds supported are both Windows and Unix format.

Key message

If additional fields are supplied, they will be ignored.

Best Practice

Number of Applications per Template

There is a 250 row limit to the number of applications that you can add to the template. If you add more than 250 rows the portal will return that as an error

To speed up processing times, we recommend that you add as many applications as possible within the limit to each template that you submit.

Number of Template Submissions per Day

We recommend that you collate applications across your organisation and combine these in a single template. This prevents multiple templates being submitted by different people across the organisation and reduces delays.

Top tip

More applications per template + less templates submitted per day = quicker processing times.

AC Support

If you have a query about the AC or require support with a AC Support specific application, please refer to the table below.

Query	Point of Contact
General queries	Please contact CAA at vetting@avsec.caa.co.uk
Technical issues submitting a template using AC Portal	Please contact your local IT support.
Issues completing the template	<p>Please refer to this How To Guide in the first instance. If your issue cannot be resolved this way.</p> <p>Please email uksv-ac.request@cabinetoffice.gov.uk with 'AC Enquiry' in the subject line.</p>
Progress updates for AC applications	Progress updates will be unavailable while we operate the interim process.