APPENDIX C (Forms A & B) (March 2024)

**FORM A – REQUEST FOR A POLICE CONVICTION CHECK**

**(To be retained by the police)**

**PART A ‑ to be completed by the applicant in BLOCK CAPITALS**

*I am aware that this employment is subject to a police conviction check and I consent to such a check being performed. This has been explained to me and I understand in assessing my suitability, spent convictions and cautions are not considered by the police. I authorise the police to inform my employer if they consider I meet / do not meet the criteria of the NPCC Police Operational Advice & Security Industry Requirements for Response to Security Systems document because of any information obtained from police conviction records. Where there is bail or pending prosecutions the decision to notify my employer could be delayed for some considerable time.*

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Title |  |
| All Forenames |  |
| Former Names |  |
| Date of Birth |  | Place of Birth |  |
| Nationality |  |
| Date of UK Residency(if born outside United Kingdom) |  |
| Position in Company |  |

|  |  |
| --- | --- |
| Present Address |  |
|  | Postcode  |  |

**Previous addresses in last 5 years (give dates):**

|  |  |
| --- | --- |
| Between Dates | Previous Addresses (continue on additional sheet if necessary) |
|  |  |
|  | Postcode |  |
|  |  |
|  | Postcode |  |
|  |  |
|  | Postcode |  |

|  |
| --- |
| **Note: if you live outside the UK or you have spent 6 continuous months or more outside the UK, you must provide evidence of a criminal record check from the relevant country or countries. The checks need to cover the 5 years prior to this application.** |

|  |  |  |
| --- | --- | --- |
| 1 | Have you ever been convicted at a court for any offence which is **not** now spent under the terms of the Rehabilitation of Offenders Act? | **YES / NO** |
| 2 | Are you currently on the Sex Offenders Register?  | **YES / NO** |
| 3 | Are you about to be or are you currently the subject of a pending court case?  | **YES / NO** |
| 4 | Are you currently on bail or under investigation for a criminal offence?  | **YES / NO** |

|  |
| --- |
| **Note: if the answer is YES to question 3 or 4 and the offence is relevant, this request WILL be delayed pending the outcome of the investigation or court case.** |

**I AGREE TO NOTIFY MY EMPLOYER OF ANY FUTURE RELEVANT CONVICTIONS.**

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**Proof of identity**

**2 forms of ID are required:**

1. **Photo ID (e.g. passport or photo-card driving licence).**
2. **Another form of ID, which must show your current address and be dated within the last 3 months (not a driving licence).**

**If you do not possess a passport or photo-card driving licence then you must produce your birth certificate. Photocopies of the relevant pages of these documents must accompany this form.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of Applicant** |  | **Date** |  |

**NB: A typed signature will not be accepted. A secure electronic or a wet signature is acceptable.**

**Verification by Manager, Director, Company Secretary or HR agent**

**I certify that I have examined the above-mentioned original documents and confirm that they relate to the applicant.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |
| **Print Name** |  |
| **Position in Company** |  |

**NB: A typed signature will not be accepted. A secure electronic or a wet signature is acceptable.**

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**PART B ‑ to be completed by the employer**

The person identified above satisfies the conditions for requesting a police conviction check set out in the Security Systems Requirements. The particulars provided have been verified and I am satisfied they are accurate.

I confirm that **Form B** of **Appendix C** has been provided to the applicant.

I/We indemnify the Chief Officer of Police of (name of force) and all officers and police staff of the said police service against all actions, claims, costs and demands arising out of the giving of information in response to this request.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | **Date** |  |
| **Print Name** |  | **Title** |  |
| **Position in Company** |  |
| **Company Name** |  |
| **Company Address** |  |
|  | **Postcode** |  |
| **Address where employee is based (if different from above)** |  |
|  | **Postcode** |  |

**NB: A typed signature will not be accepted. A secure electronic or a wet signature is acceptable.**

**PART C – for police use only**

PNC records only have been checked against the above details:

Tick the relevant option:

 **(✓)**

|  |  |
| --- | --- |
| **No trace of convictions on details supplied** |  |
| **The subject appears identical with the person whose criminal conviction record is attached:** | **The record meets the requirements of this document** |  |
| **The record does not meet the requirements of this document** |  |
| **A decision on suitability cannot be made at this time** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature**  |  | **Date**  |  |

**ALL FORMS TO BE RETURNED TO THE NOMINATED OFFICER IN THE FORCE FOR IMPLEMENTATION OF THE NPCC SECURITY SYSTEMS REQUIREMENTS**

**THIS FORM AND THE CRIMINAL CONVICTION RECORD MUST BE RETAINED BY THE POLICE.**

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