



GUERNSEY POLICE

BASIC DISCLOSURE

Guernsey Police
Disclosure & Vetting Unit
C/O Guernsey Border Agency
New Jetty
White Rock
St Peter Port
Guernsey
GY1 2LL

Tel (01481) 741462

REQUEST FOR A BASIC POLICE DISCLOSURE

(Form to be completed **in full** by applicant)

Please complete this form using **BLOCK** capitals.

Should you have any queries regarding the completion of this form please contact the Guernsey Police Disclosure and Vetting (01481) 741462

You will need to attend the Disclosure & Vetting Service counter at the New Jetty in person between the hours of 9am – 3.00pm Monday – Friday.

A fee of **£20** is payable at the time of making the request. This can be paid by cash, cheque (made payable to the States of Guernsey) or credit/debit card. A receipt will be issued. You will be required to produce **adequate photographic personal identification** in the form of a Passport, a Channel Island/UK Driving Licence (bearing a computerised photograph), a Guernsey Crimestoppers Identity Card, a UK Citizen Card or a National Identity Card.

NOTE – A Basic Disclosure does not list your **spent** convictions and / or cautions and as such is not suitable for visa / immigration purposes or other purposes for which a full check is required. If you require a complete list of your convictions and / or cautions (or a document stating such a check has been conducted) please ask for advice.

Section A: Applicant's Details

Title: Mr Mrs Miss Ms Other _____

Surname: _____

Forename(s) (in full): _____

Surname at Birth (if different): _____

All other surnames used: _____

Any other forename(s) used (in full): _____

Date of Birth (DD/MM/YYYY): _____ Gender: _____

Town / City of Birth: _____ Country of Birth: _____

Your Current Address: _____

Postcode: _____

Home Telephone No: _____ Mobile Telephone No: _____

Email Address: _____

Postal Address for Certificate (If different from above): _____

Postcode: _____

Please read and sign the declaration and consent section of the application, found on the back of this form.

Please Note

- Basic Disclosures can take up to 4 weeks to prepare.
- It will be posted to the address given overleaf.
- The details provided on this form may be used to update the records held by Guernsey Police.

Section B: Declaration and Consent

I can confirm that the information that I have provided in support of this application is complete and true and understand that knowingly making a false statement for this purpose is a criminal offence.

I understand that the disclosure will be made in the strictest confidence and will comply with the Data Protection (Bailiwick of Guernsey) Law, 2001 and The Rehabilitation of Offenders (Bailiwick of Guernsey) Law, 2002.

Signed: _____ Date: _____

If the applicant is less than 16 years of age Parental or Guardian consent is required in order to allow Guernsey Police to process this disclosure.

Parent or Guardian Consent

Signature: _____

Full Name: _____

Date: _____

For Office Use Only

| Unique No | | Received | Dispatched |
|-----------|--------|----------|------------|
| Checks | Number | Initials | Date |
| Local | | | |
| Niche | | | |
| PNC | | | |

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|-----------------------|--|
| No Trace / Spent Only | |
| Unspent | |