



# GUERNSEY POLICE

## CLEARANCE CERTIFICATE

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 POLICE CLEARANCE CERTIFICATE (Form to be completed **in full** by applicant)

A Police Clearance Certificate is suitable for use outside the Bailiwick of Guernsey for Visa/Immigration applications or other purposes for which a full check is required. The certificate will provide a complete list of any convictions or cautions or confirmation that no convictions are held against your name.

This check will not meet the Visa or immigration requirements for the following countries: Belgium, Australia, Canada, New Zealand, South Africa or United States of America. Please contact us for further advice and Guidance.

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 Unit on (01481) 741462

You will need to attend the Disclosure & Vetting Service counter at the New Jetty in person between the hours of 8.45am and 4.00pm 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 **current photographic personal identification** in the form of a Passport, a Channel Island/UK Driving Licence (bearing a computerised photograph, a UK Citizen Card or an EU National Identity Card.

Alternatively completed forms & certified copies of your identity documents can be emailed to [disclosures@guernsey.pnn.police.uk](mailto:disclosures@guernsey.pnn.police.uk) a member of the team will contact you to take a card payment over the phone.

If you are submitting your form by post and not in person, you will need to provide the following: A utility bill or bank statement and a certified form of photographic ID Any financial details can be blocked out if desired. This address should match that given in Section A of the application Form.

#### Section A: Applicant's Details

<b>Title</b>	Mr / Mrs / Miss / Ms / Other		
<b>Surname</b>			
<b>Surname at Birth</b>			
<b>Forename(s) in Full</b>			
<b>Any Former Name(s)</b> (Other than those given above)			
<b>Place of Birth</b> (Town & County/Country)	<b>Date of Birth</b>		
<b>Email Address</b>	<b>Gender</b>		
<b>Current Address</b> (This address should match that on your ID)	<b>Postcode</b>		
<b>Contact Telephone Number</b>	<b>Mobile Number</b>		
<b>Postal Address for Certificate</b> (If different from above)			

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

**Please Note:**

- Certificates can take up to 4 weeks to process.
- 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**

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, 2017 and The Rehabilitation of Offenders (Bailiwick of Guernsey) Law, 2002 (Commencement, Exclusions and Exceptions) Ordinance, 2006

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Parent or Guardian Authorisation**

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

**For Office Use Only**

Unique No		Received	Dispatched
Checks	Number	Initials	Date
Local			
Niche			
PNC			

Convictions and/or Cautions	
No Convictions and/or Cautions	