



# 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 the 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 can 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 **adequate 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.

**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. 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

<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>			
		<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:**

- Basic Disclosures 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.

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			

No Trace/NAT	
Spent Only	
Unspent	