



GUERNSEY POLICE

BASIC DISCLOSURE

Guernsey Police
Disclosure & Vetting Unit
New Jetty
White Rock
St Peter Port
Guernsey
GY1 2LL

Tel (01481) 221462

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) 221462

You can attend the Disclosure & Vetting Service counter at the New Jetty in person between the hours of 8.30am and 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 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 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

Title	Mr / Mrs / Miss / Ms / Other		
Surname			
Surname at Birth			
Forename(s) in Full			
Any Former Name(s) (Other than those given above)			
Place of Birth (Town & County/Country)		Date of Birth	
Email Address		Gender	
Current Address			
		Postcode	
Contact Telephone Number		Mobile Number	
Postal Address for Certificate (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.

Guernsey Police is committed to protecting your privacy and personal data. We process personal data in accordance with The Data Protection (Bailiwick of Guernsey) Law, 2017. Our Fair Processing Notice describes your rights and how we use your personal data and is available from our website at www.guernsey.police.uk

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

Checks	Number	Initials	Date
LNARC			
NICHE			
PNC			

No Trace/NAT	
Spent Only	
Unspent	