



**Surrey Police**

Sender	<p><b>Nicola Hall</b>  <b>OPCC</b>  <b>X33423</b></p>
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Non Police Personnel Vetting (NPPV Level 2 without finance)  
**Independent Custody Visitors only**

Before starting to complete this form:

- Please read Explanatory Notes
- Remember to enter information in BLACK INK and BLOCK LETTERS
- Ensure you answer ALL questions in full
- If a question does not apply, clearly mark as N/A or N/K
- Please note that N/A or N/K responses may delay your clearance.

Explanatory Notes - **Please read the following instructions carefully.**

- The information required in this questionnaire is to allow the Chief Constable to fulfil a statutory obligation to run an efficient and effective Force. To meet this obligation we must provide for the safety of our staff, and ensure that those with access to force information are trustworthy and unlikely to breach confidences. **Any infringement of an individual’s right to respect for family life, European Convention on Human Rights ECHR - Article 8, and discrimination - ECHR Article 14, will only be that which is necessary and proportionate. The legitimate aims of such action will include the protection of the rights and freedoms of others, safeguarding public safety, the prevention of disorder and crime and in some cases national security.**
- The information you provide in this questionnaire will be treated in the strictest confidence. It is in your interest to make a full and frank disclosure, since **withholding any relevant information may result in your being excluded from appointment, or access to premises or systems.**
- The data controller for the information collected by completion of this form is the police force you are applying to.
- The information is to enable an assessment to be made as to suitability of the applicant to gain access to police assets by way of undertaking appropriate checks of the data subject, relatives, guardians, and any individuals necessarily identified in the course of police enquiries. The checks will be undertaken by accessing the national and local police systems and finance checks in order to establish any issues relating to past cautions, convictions, family, lifestyle, financial and social circumstances.
- The personal data supplied will be managed confidentially, securely and in accordance with the Data Protection Act 1998. Personal data will be retained in accordance with retention periods established through the national guidance on Management of Police Information, where after it will be disposed of securely. Under the Data Protection Act, individuals have a general right of access to personal data held by police forces.
- You must disclose any criminal convictions or cautions you may have, other than those which are ‘spent’. In accordance with the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975, and the Rehabilitation of Offenders (northern Ireland) Order 1978 (exceptions) Order 1979, ‘spent’ convictions may be taken into account where national security is concerned.
- Should vetting clearance not be granted, you will be advised. Reasons will not normally be given to protect the security and confidentiality of others. However, you may request a review of the decision and this will be done by someone who was not involved in the original decision.

When you have completed this form, please seal it with other relevant documents.

**Section 1 – Role** – Give company name worked for and brief details of the work you will be doing with the police and sites you will be visiting.

Company	Office of the Police and Crime Commissioner
Job Role	Independent Custody Visitor
Police sites visited and extent of visit	Surrey Custody Suites

**Section 2 - Applicant Details** - Ensure you include all surnames/family names you have ever used. Complete all boxes.

Surname/ Family Name (now): (Mr, Ms, Mrs, Miss)	All Forenames/First Names
Surname/Last Name/Family Name at Birth:	All Other Surnames/Family Name Used:
Date of Birth Day                                             Month                                             Year	Town, County and Country of Birth
Occupation	Employer

**Section 3 – Current Address** - Include full details and post code

House Number / Name	Street Name
Town / City	County
Post Code	Date of Occupancy

**Section 4 – Previous Addresses (past 5 years for you)** – Please ensure you list all address you have lived at in the last 5 years.

Full Address (include post code if known)	Date From / To
1	
2	
3	

**Section 5 – Residency** – Please provide details of any period of time (exceeding three months) in the last 5 years you have spent outside of the UK including the countries you have visited

Countries Visited	Date From / To
1	
2	
3	

**Section 6 – Nationality** - Include the Nationality as detailed on your passport. Complete all boxes

What is your nationality?			
If a Commonwealth citizen or a foreign national is your stay in the UK free of restrictions?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If you are a Commonwealth citizen or foreign national, you MUST include a photocopy of your passport to show your stay in the UK is free of restrictions.	Photocopy of passport enclosed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Photocopy of Residency permit enclosed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you are an Accession State Citizen you <b>MUST</b> include a copy of your Worker’s Registration Scheme (WRS) certificate.	Photocopy of WRS certification enclosed?    Yes <input type="checkbox"/> No <input type="checkbox"/>
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**Section 7 – Authentication of Applicant’s Identity** – Copies of verification will be taken at interview (LEAVE THIS SECTION BLANK)

Original Documents checked by employer:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Documents Checked: (please tick which one of the options as applicable)		
Passport & Proof of Address: <input type="checkbox"/>	or	Driving Licence, Birth Certificate & Proof of Address: <input type="checkbox"/>
Signature of employer	Date	
Full Name: Nicola Hall	Tel No: X33423	
Dept / Company: OPCC	Position: ICV Scheme Manager	

**Section 8 – Previous Convictions and Cautions** – Detail all convictions and cautions. Police National Computer records will be checked **and any omissions could affect the outcome of the vetting process**. This information will **NOT** be divulged to your family or employer.

<b>In answering these questions, please include all convictions, including traffic convictions (other than parking fines).</b>			
Have you ever been issued with Penalty Notice for Disorder or cautioned or convicted of a criminal offence?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been arrested?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been involved in a criminal investigation as a suspect, victim or witness?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Have you been charged or summonsed for an offence that has not yet been dealt with?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If you have answered ‘Yes’ to any of the above, please enter details below (continue in Section 20 if necessary)			
Date	Offence	Result	Court

**Section 9 – Criminal Associates** –Do not carry out checks or cause checks to be carried out.

Do you have any relative or associate (including co-resident) who you know or have reason to believe has any criminal cautions or convictions (excluding traffic convictions), OR is engaged in criminal activities, OR is a person who associates regularly with such persons? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If you have answered 'Yes' please enter details below (if known)				
Name	Address	Date of Birth	Relationship and when last seen	Details Known

**Section 10 – Extremist Groups** – Do not carry out checks or cause checks to be carried out.

Do you or any relative or associate belong to or have contact with any group or organisation using criminal means to achieve objectives (such as extreme animal rights or environmental groups) or whose aims or pronouncements may contradict the duty to promote race equality? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you have answered 'Yes' please enter details below	

**Section 11 – Personal Circumstances or Characteristics** – Detailed medical information is not required but if a medical issue is relevant, please indicate to allow referral to the Force Medical Officer.

Are you aware of any other circumstances or characteristics which may affect your suitability for appointment or continued employment – examples include serious medical or psychological problems, habitual or regular use of addictive substances (drugs or alcohol etc), serious financial difficulties, or conduct which could make you susceptible to pressure or improper influence by anyone? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you have answered 'Yes' please enter details below (DO NOT include details of medical or psychological issues but simply indicate this may be the case and the matter will be referred to the Force Medical Officer)	

**Section 12 – Current and Previous Police (incl. support staff) or Military Service and Vetting Details** – If you work or have worked within any police force or military branch or been through a vetting process, please give details.

Police Force/Military Branch & Regiment	Service dates:
Rank and Service or Shoulder/Warrant number	Reason for leaving
If you have been through a previous vetting process please provide brief details of level, organisation and date of clearance	

**Section 13 – Complaints & Discipline / Professional Standards** – If you have previously worked for a police force, please provide all details of current and past complaints, discipline and integrity issues

Have you ever been subject to or are you currently under, investigation for a complaint, discipline or integrity matter?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered ‘Yes’ to the above, please enter details below (continue in Section 14 if necessary)			
Date	Offence/Complaint	Result	

**Section 14 – Spouse/Partner Details** – All details should be provided whether or not they live with you. Ensure you include all surnames they have ever used. Complete all boxes.

Surname/ Family Name (now): (Mr, Ms, Mrs, Miss)		All Forenames/First Names	
Surname/Last Name/Family Name at Birth:		All Other Surnames/Family Name Used:	
Date of Birth	Town, County and Country of Birth		
Day	Month	Year	Employer
Occupation			

**Section 15 – Spouse / Partner Current and Previous Addresses (past 5 years)** – Ensure you include their current address and all other addresses they have lived at in the last 5 years.

Full Current and Previous Addresses (include post code if known)	Date From / To
1	
2	
3	
4	

**Section 16 –Co-Residents** Give full details of anyone else who lives at your home (including children over the age of 10). It is important that you inform co-residents that their details have been submitted as part of the vetting process.

Relationship to You (delete as appropriate)	Full Name	Previous Names (used during life time)	Date of Birth	Place of Birth

**Section 17 – Declaration** - Read this section carefully, then sign and date.

<ul style="list-style-type: none"> <li>➤ I declare that I have read and understood the explanatory notes provided and that the information I have provided is true and complete to the best of my knowledge and belief.</li> <li>➤ I undertake to notify my family and co-residents that their details have been supplied as part of the vetting process.</li> <li>➤ I understand that I may be required to see the Force Medical Officer if this is considered necessary.</li> <li>➤ I undertake to notify any material changes or additions in the information I have provided in this form, to the Vetting Team.</li> <li>➤ I understand that if I have knowingly made a false statement or deliberate omission in the information I have provided in this form, I may be disqualified from access to police premises, systems or information and, in respect of employees, may be liable to disciplinary action.</li> <li>➤ I understand that the information I have provided may be held on manual filing and computer systems as part of the process. This information may be shared with other police forces.</li> <li>➤ I understand that the Chief Officer retains the right to reject any application without giving reasons.</li> <li>➤ I understand that the police will record the data I provide for the purposes of recruitment and, if appointed, for ‘aftercare’ vetting. Personal data collected on this form will be treated in the strictest confidence. I understand that the Police National Computer, credit reference agencies and other computerised systems will be consulted to check the details provided. The results of these checks will be recorded and form part of the vetting record. I consent to this process.</li> </ul>	
<b>Signature:</b>	<b>Date:</b>

**Contact Details** - This will help us to contact you if there are any queries.

Home Tel	Work Tel
Mobile Tel	Personal e-mail Address