



United Kingdom Products & Services

February 9, 2023



Overview.

National Criminal Search

- InformData's default criminal product for the United Kingdom.
- Most comprehensive search and recommended by UK government for employer criminal checks.
- Searches DBS or DS database depending on region.
- This check involves a search of the Police National Computer and discloses unspent convictions and conditional cautions. This check does not disclose information about convictions that are considered "protected" under the Rehabilitation of Offenders Act.
- Additional requirements required from standard local court search.
- 11–12-day TAT

Local Court Search

- Less requirements needed to run search.
- The search is conducted at the local level and returns criminal records based on courts corresponding to the applicant's address only. *Note multiple addresses can be searched on one order.
- This check searches Crown Courts, High Courts and the Magistrate Courts
- 4-day TAT
- Ordered in our system as local court search.

National Criminal Search.

** For Criminal data the UK separates into two regions. England/Wales and Scotland/Northern Ireland. England/Wales national criminal searches are run through the DBS database which has separate requirements from Scotland/Northern Ireland searches which are ran through the DS database. InformData offers three national criminal products. Basic checks for both DBS and DS. Standard/Enhanced searches for DBS.

Basic

This check involves a search of the Police National Computer and discloses unspent convictions and conditional cautions. This check does not disclose information about convictions that are considered "protected" under the Rehabilitation of Offenders Act. For a more detailed overview on the DBS' filtering process, please view the 'DBS filtering guide'. The typical turnaround time for a Basic DBS check is up to 10 working days.

Standard

To be eligible for a Standard DBS check, the position of the individual (being screened) must be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (see the Standard DBS section for more guidance on eligible positions). This check involves a search of the Police National Computer and discloses all spent and unspent convictions, cautions, reprimands and warnings. The typical turnaround time for a Standard DBS check is up to 10 working days.

National Criminal Search.

Enhanced

An Enhanced DBS check is only available for positions that are covered by the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act 1997. For more information on these positions, see the sections relating to work with adults, children and other workforce. This check involves a search of the Police National Computer and discloses all spent and unspent convictions, cautions, reprimands and warnings similar to the Standard DBS check. An Enhanced DBS check goes one step further by containing any information held by local police that is considered relevant to the role. Additionally, an Enhanced DBS check must have a 'workforce' selected (adults, children or other) before it is submitted to the DBS. An Enhanced DBS check with the barred list(s) is available for individuals working in an eligible role (see the sections relating to regulated activity with adults and children for more information on barred list eligibility). The typical turnaround time for an Enhanced DBS check is 10-20 working days however these checks can exceed 60 calendar days (if the local police delay the application). This check involves a search of the Police National Computer and discloses all spent and unspent convictions, cautions, reprimands, and warnings.

** If you have questions regarding if a specific job role is eligible for a standard or enhanced UK criminal search InformData can assist you with this. Basic checks can be run on all job roles.

** Our UK search covers the UK England & Wales + Scotland+ Northern Ireland are all considered UK. As a note Ireland and Northern Ireland are two separate countries. If coverage is needed for Ireland, Ireland search is required.

National Criminal Search.

Which Region Should I Order?

** The source (DBS or DS) for UK Criminal orders is determined not where the applicant lives but where the applicant will be physically working.

- If employee work location is England or Wales- DBS search will be run.
- If employee work location is Scotland or other- DS Search will be run.

Examples

1. Lives in England but working remotely for a US company - UK Criminal Record (Basic, England & Wales) (DBS)
2. Lives in England but working remotely for a company in Scotland - UK Criminal Record (Basic, England & Wales) (DBS)
3. Lives in Scotland but working remotely for a company in Wales - UK Criminal Record (Basic, Scotland) (DS)
4. Lives in England but working remotely for a company in Scotland - UK Criminal Record (Basic, England & Wales) (DBS)
5. Lives in US but working remotely for a company in Northern Ireland - UK Criminal Record (Basic, Scotland) (DS)
6. Lives in US but working remotely for a company in Wales - UK Criminal Record (Basic, Scotland) (DS)
7. Lives in Scotland but working in England - UK Criminal Record (Basic, England & Wales) (DBS)
8. Lives in Wales but working in Scotland- UK Criminal Record (Basic, Scotland) (DS)
9. Lives in any other country outside of the UK but working for a company remotely that is located in the UK - UK Criminal Record (Basic, Scotland) (DS)

National Criminal Search.

Additional Source Details

Disclosure Scotland (DS)

Disclosure and Barring Service (DBS)

- Criminal covers Guernsey and Alderney & Isle of Man- Both are DS
- Lower offenses - up to 10 years. Serious offenses up to the candidate's 18th birthday. UK does have a "spent" program.
- Sex offender - it will be covered if it is an unspent conviction
- The Channel Islands are covered in the UK Criminal Record check.
- Country of Jersey is covered under Scotland which is a DS search

* If Criminal Records are found Candidate will need to provide us with a copy of their digital criminal certificate as this can not be provided directly to us.

Local Court Search.

This product will only search the local courts that are relevant to the address provided to us. This is not a fully comprehensive nationwide search. Once address is provided the following courts corresponding to the address will be searched for criminal records.

- The Royal Courts of Justice
 - means the High Court and Court of Appeal of England and Wales
- Supreme Court of the United Kingdom
- Central Criminal Court
- Croydon (Magistrates)
- Croydon Crown Court
- Croydon Jurys Inn
- Harrow Crown Court
- Inner London (Inner London Crown Court)
- Kingston-upon-Thames Crown Court
- Snaresbrook Crown Court
- Southwark Crown Court
- Wood Green Crown Court
- Woolwich (Woolwich Crown Court) Crown Court
- Central London County Court
- City of London Magistrates' Court
- Westminster Magistrates' Court
- Hammersmith Magistrates' Court
- Thames Magistrates' Court
- Highbury Corner Magistrates' Court
- Stratford Magistrates' Court
- Hendon Magistrates' Court

Local Court Search.

- Lavender Hill Magistrates' Court
- Greenwich Magistrates' Court
- Wimbledon Magistrates' Court
- Barkingside Magistrates' Court
- Romford Magistrates' Court
- Bexley Magistrates' Court
- Bromley Magistrates' Court
- Willesden Magistrates' Court
- Uxbridge Magistrates' Court
- Feltham Magistrates' Court
- Ealing Magistrates' Court
- Camberwell Magistrates' Court
- Croydon Magistrates' Court
- dd a subheading

Requirements.

National Criminal Search

- First, Middle (if applicable) Last Name.
- DOB
- Address/Addresses in Country – 5year address history
- Standard Authorization Form
- National ID
- Citizenship
- Special Consent Form for UK specific Criminal searches
 - Below is a screenshot of the general instructions in this Criminal Special Consent Form in our System.

Please carefully follow the instructions:

1. Provide copies of the required IDs. Pages 6 - 10 serve as guidelines for the appropriate types of acceptable document combinations.

Most common ID documents provided:

- Driver's License
- Passport
- Residency card

2. Proof of current home address is also required.

Provide one of the following to verify current address:

- Driver's License with current address
- Utility Bill
- Bank Statement

****** Please note that documents written in a language that does not use Latin alphabet will only be accepted if they are accompanied by an official translation into English; additional fees may be requested for translation if not provided******

3. Complete pages 2 - 4 for DS Searches (living outside of England or Wales); and pages 2 - 5 for DBS searches (living in England or Wales).

4. Provide a signed general consent form.

Important information on differences in personal details:

If any other personal details on any documents do not match, you will need to provide proof of the reason for any difference between the documents.

Requirements.

National Criminal Search

The UK requires specific identity verification for every UK criminal search. Our packet has the proper forms and requirements listed to do this manually.

** A digital ID verification will be accepted as long as the applicant has had their identity verified by a certified IDSP. This provider needs to be approved by the UK government and InformData can provide more information regarding this. If a certified IDSP is used and a digital ID verification is successful, no ID's or Proof of address from the packet in our system are needed.

Local Court Search

- First, Middle (if applicable) Last Name.
- DOB
- Address/Addresses in Country
- Standard Authorization Form

United Kingdom MVR.

Source: The search is conducted by the Driver and Vehicle Licensing Agency (DVLA)

Description: The report includes driving history details, endorsements, and penalty points. It also returns a certificate containing UK driving license number issued by the DVLA Any endorsements or disqualifications validity of driving entitlements Personal details such as name, address and even photograph as held by the DVLA.

TAT: 15 days

Requirements

- First, Middle (if applicable), Last Name
- DOB
- Authorization Form.
- Copy of DL front and back
- Current address
- Any previous known by names.
- Candidates email address as they will be contacted directly to complete the request.

Additional Products Offered in the UK by InformData.

- Reference Verifications
- License Verifications
- ID Verifications (Not the same as what is required for a UK Criminal Check)
- Negative Media Searches
- Civil Searches
- Clearance Checks
- Directorships
- Address Verifications
- Adverse Financial
- Credit history
- Bankruptcy
- Education Verification
- Employment Verification