

Request for criminal records check



To:
 The Chief Constable
 Criminal Records Office (CRO)
 PSNI
 Brooklyn
 Knock Road
 Belfast
 BT5 6LE

From:
 The Registration Manager
 Northern Ireland Social Care Council
 7th Floor, Millennium House
 19-25 Great Victoria Street
 Belfast
 BT2 7AQ
 Tel No: 02890 417633

Please use black ink and write clearly in CAPITAL LETTERS. Answer all questions in full. If a section is not applicable to you, enter N/A.

Date DD / MM / YYYY

Your job

Post

Organisation

Personal details

Title

Surname

Previous surname(s)

First name

Middle Name(s)

Address

Postcode

Date of birth DD / MM / YYYY

Place of birth: (Town/City)

(if outside UK, also state country of birth)

National Insurance number

□ □ □ □ □ □ □ □ □ □

Have you lived at your current address for at least five years?

No Yes

If no, please provide details of previous address(es) for the last five years in Section A overleaf

Have you lived and/or worked outside Northern Ireland since the age of 16?

No Yes

If yes, please provide details of address(es) outside Northern Ireland in Section B overleaf.

Have you ever been convicted of or cautioned for an offence?

No Yes

If yes, please state briefly dates, details and outcomes in Section C overleaf.

See pages 10 and 11 of the registration application form for more information on convictions, cautions and binding overs.

Additional information

Section A

Only fill this in if you have lived at your current address for less than five years.

My previous address(es) during the last five years were:

| |
|----------|
| Address |
| _____ |
| _____ |
| Postcode |

| |
|----------|
| Address |
| _____ |
| _____ |
| Postcode |

| |
|----------|
| Address |
| _____ |
| _____ |
| Postcode |

| |
|----------|
| Address |
| _____ |
| _____ |
| Postcode |

| |
|----------|
| Address |
| _____ |
| _____ |
| Postcode |

| |
|----------|
| Address |
| _____ |
| _____ |
| Postcode |

Section B

Only fill this in if you have lived and/or worked outside Northern Ireland since the age of 16.

My previous address(es) outside Northern Ireland were:

| |
|----------|
| Address |
| _____ |
| _____ |
| Postcode |

| |
|----------|
| Address |
| _____ |
| _____ |
| Postcode |

| |
|----------|
| Address |
| _____ |
| _____ |
| Postcode |

| |
|----------|
| Address |
| _____ |
| _____ |
| Postcode |

| |
|----------|
| Address |
| _____ |
| _____ |
| Postcode |

| |
|----------|
| Address |
| _____ |
| _____ |
| Postcode |

Section C

I have declared convictions/cautions on the NISCC application form.

Date of conviction/caution

Brief details

Outcome

Date of conviction/caution

Brief details

Outcome

Date of conviction/caution

Brief details

Outcome

Date of conviction/caution

Brief details

Outcome

Date of conviction/caution

Brief details

Outcome

Date of conviction/caution

Brief details

Outcome

Applicant declaration

I am satisfied that the particulars given above are correct.
I give written permission for the check to be made and I am aware that any spent convictions will also be disclosed.

This section must be completed, signed and dated by the applicant. Failure to do so will delay the application.

Signature

X

Print name

Date

DD / MM / YYYY

NISCC declaration

This section will be completed by NISCC

I declare that any information given will be treated in strict confidence and used only in accordance with PSNI guidance.

Signature (NISCC nominated officer):

X

Print name

Date

DD / MM / YYYY

This section to be completed by PSNI

- No trace on the details provided
- The subject may be the individual to whom the attached information refers
- Please contact the PSNI Criminal Records Office

Application Reference No (For office use only):

Signature

X

Rank

Date

DD / MM / YYYY