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## STATUTORY INSTRUMENTS

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**2009 No. 3297**

### **POLICE**

#### **The Police Act 1997 (Criminal Records and Registration) (Guernsey) Regulations 2009**

*Made - - - - 14th December 2009*

The Secretary of State, in exercise of the powers conferred by sections 113A(1), (3) and (6), 113B(1), (2), (3), (9) and (11), 113BA(1), 113BB(1), 113E(3)(c), 114(1), 116(1), 120ZA, 124(6)(f) and 125 of the Police Act 1997(1) as extended by the Police Act 1997 (Criminal Records) (Guernsey) Order 2009(2) makes the following regulations:

#### **PART 1**

##### **Introduction**

##### **Citation, commencement and extent**

1.—(1) These Regulations may be cited as the Police Act 1997 (Criminal Records and Registration) (Guernsey) Regulations 2009 and shall come into force on 16th December 2009.

(2) These Regulations extend to Guernsey.

##### **Interpretation**

2. In these Regulations—

“the Act” means the Police Act 1997;

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- (1) 1997 c. 50; sections 113A, 113B and 113E were inserted by section 163(2) of the Serious Organised Crime and Police Act 2005 (c. 15); sections 113A and 113B were amended by, and sections 113BA and 113BB were inserted by, section 63(1) of, and paragraph 14(2) of Schedule 9 to, the Safeguarding Vulnerable Groups Act 2006 (c. 47); sections 113A and 113B were further amended by S.I. 2009/203; section 114 was amended by section 63(1) of, and paragraphs 14(1) and 14(2) of Schedule 9 to, the Safeguarding Vulnerable Groups Act 2006; section 116 was amended by section 328 of, and paragraphs 1 and 5 of Schedule 35 to, the Criminal Justice Act 2003 (c. 44); section 120 was amended by section 328 of, and paragraphs 1, 6(1) and 6(2) of Schedule 35 to, the Criminal Justice Act 2003, section 134(3) and 134(4) of the Criminal Justice and Police Act 2001 (c. 16) and section 163(3) of and paragraphs 1 and 6(1) of Schedule 14 to, the Serious Organised Crime and Police Act 2005; section 120ZA was inserted by section 328 of, and paragraphs 1 and 7 of Schedule 35 to, the Criminal Justice Act 2003 and amended by section 163(3) of, and paragraphs 1 and 7 of Schedule 14 to, the Serious Organised Crime and Police Act 2005 and S.I. 2009/203; section 124 was amended by section 163(3) of, and paragraphs 1 and 12 of Schedule 14 to, the Serious Organised Crime and Police Act 2005 and S.I. 2009/203.
- (2) S.I. 2009/3215.

“exempted question” means a question in relation to which section 4(2)(a) or (b) of the Rehabilitation of Offenders Act 1974 (effect of rehabilitation) has been excluded by an order of the Secretary of State under section 4(4) of that Act;

“Guernsey” means the Bailiwick of Guernsey and its adjacent territorial sea;

“register” means the register maintained by the Secretary of State for the purposes of Part 5 of the Act;

“reprimand” means a reprimand given to a child or young person in accordance with section 65 of the Crime and Disorder Act 1998(3);

“volunteer” means a person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative;

“warning” means a warning given to a child or young person in accordance with section 65 of the Crime and Disorder Act 1998.

## PART 2

### Applications for criminal record and enhanced criminal record certificates

#### Application form

3. The form set out in Schedule 1 to these Regulations, or a form to the like effect, is hereby prescribed for the purposes of sections 113A(1)(a), 113B(1)(a), 114(1)(a) and 116(1)(a) of the Act.

#### Fees for criminal record certificates and enhanced criminal record certificates

4. The fee payable in relation to an application for the issue of a criminal record certificate or an enhanced criminal record certificate is prescribed as—

- (a) £26 in the case of a criminal record certificate;
- (b) £36 in the case of an enhanced criminal record certificate, and an additional £6 where an urgent preliminary response is sought under section 113E(3)(b);

save that no fee is payable in relation to an application made by a volunteer.

#### Relevant matter: prescribed details

5. The following details of a relevant matter are prescribed for the purposes of sections 113A(3)(a) and 113B(3)(a) of the Act (including those provisions as applied by sections 114(3) and 116(3))—

- (a) in the case of a conviction within the meaning of the Rehabilitation of Offenders Act 1974, including a spent conviction—
  - (i) the date of conviction;
  - (ii) the convicting court; and
  - (iii) the offence;
- (b) in the case of a caution, reprimand or warning—
  - (i) the date of caution, reprimand or warning;
  - (ii) the place where the caution, reprimand or warning was issued; and

- (iii) the offence which the person issued with a caution, reprimand or warning had admitted.

#### **Enhanced criminal record certificates: prescribed purposes**

6. Purposes which correspond to purposes which are prescribed in regulation 5A of the Police Act (1997) (Criminal Records) Regulations 2002<sup>(4)</sup> are prescribed purposes for the purpose of section 113B(2)(b) of the Act.

#### **Suitability information relating to children**

7. Cases which correspond to cases which are prescribed in regulation 5 of the Police Act 1997 (Criminal Records) (No. 2) Regulations 2009<sup>(5)</sup> are prescribed cases for the purpose of section 113BA(1) of the Act.

#### **Suitability information relating to vulnerable adults**

8. Cases which correspond to cases which are prescribed in regulation 6 of the Police Act 1997 (Criminal Records) (No. 2) Regulations 2009 are prescribed cases for the purpose of section 113BB(1) of the Act.

#### **Central records: prescribed details**

9. Information in any form relating to convictions, cautions, reprimands and warnings on a names database held by the National Policing Improvement Agency for the use of constables is prescribed as “central records” for the purposes of section 113A(6) of the Act (including that provision as applied by sections 113B(9), 114(3) and 116(3)).

#### **Enhanced criminal record certificates: relevant police forces**

10. For the purposes of an application for an enhanced criminal record certificate “relevant police force” means—

- (a) the police force maintained for the police area in England and Wales or Scotland within which the applicant resides or has resided within the period of five years preceding the date of the application;
- (b) the British Transport Police;
- (c) the Police Service of Northern Ireland if the applicant resides or has resided within the period of five years preceding the date of the application within Northern Ireland;
- (d) the State of Jersey Police Force if the applicant resides or has resided within the period of five years preceding the application within Jersey;
- (e) the salaried police force of the Island of Guernsey if the applicant resides or has resided within the period of five years preceding the application within Guernsey;
- (f) the Isle of Man Constabulary if the applicant resides or has resided within the period of five years preceding the application within the Isle of Man
- (g) such of the police forces referred to in sub-paragraphs (a) to (f) above as appear to the Secretary of State to be in possession of information regarding the applicant;
- (h) such other police force as the chief officer of police of a police force identified as a relevant police force by virtue of paragraphs (a), (b) or (c) above determines;

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(4) [S.I. 2002/233](#).

(5) [S.I. 2009/1882](#).

- (i) the Criminal Records Bureau if—
  - (i) there is no UK residence address within the last five years provided on the application; and
  - (ii) no other police force appears to the Secretary of State to be relevant to the application;
- (j) any police force that the Secretary of State determines to be relevant to the application.

### **Exception to unlawful disclosure provisions**

**11.**—(1) The following purpose is specified in accordance with section 124(6)(f) of the Act, namely disclosure by an employment agency or employment business, whether or not in response to an exempted question, for the purpose of consideration—

- (a) by an educational institution, within the meaning given by section 42 of the Criminal Justice and Court Services Act 2000<sup>(6)</sup>;
- (b) by an institution within the further education sector, within the meaning given by section 91(3) of the Further and Higher Education Act 1992<sup>(7)</sup>; or
- (c) by an equivalent institution in Guernsey;

of a person's suitability for a position at that institution.

(2) In paragraph (1) above the reference to an employment agency and an employment business are references to such an agency or business within the meanings given by section 13 of the Employment Agencies Act 1973<sup>(8)</sup> or an equivalent agency or business in Guernsey.

## **PART 3**

### **Registration**

#### **The register**

**12.** There shall be included in the register the following information:

- (a) the name and address of the registered person and any telephone or facsimile number or electronic mailing address which has been notified to the Secretary of State for communication purposes;
- (b) the date on which the name of that person was first listed in the register;
- (c) the number assigned to that person on being listed
- (d) the nature of the exempted question, if any, that that person is likely to ask;
- (e) in the case of the registered body—
  - (i) whether that body is likely to countersign applications under section 113A or 113B or transmit applications under section 113A(2A) or 113B(2A) of the Act at the request of bodies or individual asking exempted question and, if so, the nature of those questions;
  - (ii) the name and address of any individual for the time being nominated in accordance with regulation 13 below as being authorised to act for the body in relation to the countersigning or transmission of applications under Part 5 of the Act and any

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<sup>(6)</sup> 2000 c. 43.

<sup>(7)</sup> 1992 c. 13.

<sup>(8)</sup> 1973 c. 35.

- telephone or facsimile number or electronic mailing address which has been notified to the Secretary of State for communication purposes;
- (iii) the date on which the name of that individual was first listed on the register;
  - (iv) the number assigned to that individual on being listed; and
  - (v) a specimen of the signature of that individual.

### **Nomination of authorised individuals**

**13.**—(1) The body applying for registration under section 120 of the Act shall submit with the application the names of the individuals authorised to act for the body in relation to the countersigning or the transmission of applications under Part 5 of the Act.

(2) The registered body shall submit to the Secretary of State the names of any individuals so authorised after the registration of the body, whether or not in substitution for any name previously submitted.

(3) The Secretary of State may refuse to accept, or continue to accept, the nomination of an individual as so authorised if, in the opinion of the Secretary of State, that individual is not a suitable person to have access to information which has become, or is likely to become, available to him as a result of the registration of the body which nominated him.

(4) Where the Secretary of State refuses to accept, or to continue to accept, the nomination of an individual under this regulation, he shall notify the body concerned, and that body may submit the name of another individual in substitution.

### **Fee on application for inclusion in the register**

**14.** The fee payable by a person on application for inclusion in the register shall be £300.

### **Additional fees**

**15.** In respect of the second and each subsequent name entered in the register in accordance with regulation 12(e)(ii) above, the fee payable shall be £5.

### **Conditions attached to registration**

**16.** The person's registration shall be subject to the following conditions:

- (a) payment of the fee referred to in regulation 14 above;
- (b) the fee payable under regulation 15 above in respect of the second and each subsequent name entered in the register shall be invoiced by the Secretary of State to the person and payable on account within 15 days of the invoice date;
- (c) the fee payable in relation to an application under section 113A or 113B of the Act which is accompanied by a statement under section 113A(2)(b) or 113B(2)(b) of the Act shall be invoiced by the Secretary of State and payable on account within 15 days of the invoice date;
- (d) where the registered person has made a statement under section 113A(2)(b) or 113B(2)(b) of the Act in relation to an application for a criminal record certificate or an enhanced criminal record certificate, any charged levied in connection with the services it provides under Part 5 of the Act shall be—
  - (i) notified in writing to the Secretary of State who may publish details of any such charged in such manner as he thinks fit; and

- (ii) set out in any documentation the registered person publishes which relates to the services it provides under Part 5 of the Act;
- (e) prior to submitting an application for a criminal record certificate or an enhanced criminal record certificate to the Secretary of State, the registered person shall use all reasonable endeavours to ensure that—
  - (i) the mandatory data fields are completed to the Secretary of State's satisfaction on the form prescribed in Schedule 1 to these regulations and that the data supplied is accurate;
  - (ii) the certificate is requested for an exempted question or prescribed purpose as the case may be; and
  - (iii) if the application for a criminal record certificate or an enhanced criminal record certificate is made by a volunteer, the application falls within the definition of a volunteer in these regulations;
- (f) prior to making a statement under section 113A(2)(b) or 113B(2)(b) of the Act in relation to an application for a criminal record certificate or an enhanced criminal record certificate, a registered person or his authorised agent shall verify the identity of the applicant and in so doing comply with such conditions as the Secretary of State thinks fit and has notified to the registered person in writing;
- (g) where the registered person uses the services of another person to verify the identity of applicants, the registered person shall—
  - (i) ensure the suitability of that person to conduct such checks;
  - (ii) provide appropriate training and guidance to that person; and
  - (iii) ensure that that person discharges his duties in accordance with such conditions as the Secretary of State thinks fit under sub-paragraph (f) above;
- (h) any change of the details in the information recorded on the register shall be notified to the Secretary of State.

Home Office  
14th December 2009

*Meg Hillier*  
Parliamentary Under Secretary of State

SCHEDULE 1

Regulation 3

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## Disclosure Application Form

10 SHANNON COURT  
PRINCES PARADE  
LIVERPOOL  
MERSEYSIDE  
L69 3JA

  
Criminal Records Bureau  
An Executive Agency  
of the Home Office  
  
PO Box 110,  
Liverpool L69 3EF

Form Ref \_\_\_\_\_  
Disclosure Type \_\_\_\_\_

Please complete sections A-H in BLOCK CAPITALS; it is important that you use BLACK INK.  
The Disclosure Application Form Guidance Notes will help you complete this form,  
however, if you need additional help please contact the application line on 0870 90 90 844

<b>A</b>	<b>Applicant's details</b>					
1	Title	Mr <input checked="" type="checkbox"/>	Mrs <input checked="" type="checkbox"/>	Miss <input checked="" type="checkbox"/>	Ms <input checked="" type="checkbox"/>	Other <input type="checkbox"/>
2	Surname					
3	Forename(s)					
4	Current address					
5						
6	Town/City					
7	County					
8/9	Postcode		At current address since	MM/YY/YY	(month and year)	
10/11	Date of birth	DD/YY/YY	Male <input checked="" type="checkbox"/>	Female <input checked="" type="checkbox"/>		
12	National Insurance number					

<b>B</b>	<b>Details of position for which Disclosure is being requested</b>			
13	Position applied for			
14	Organisation name			
	Organisation address			
15	Address			
16				
17	Town/City			
18	County			
19	Postcode			

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C		Additional personal details	
20	Surname at birth (if different)	<input type="text"/>	
21	Used until	<input type="text"/>	(year)
22	Any other surname used	<input type="text"/>	
23/24	Used from	<input type="text"/>	used to <input type="text"/> (year)
25	Any other forename(s) used	<input type="text"/>	
26/27	Used from	<input type="text"/>	used to <input type="text"/> (year)
Place of Birth		Please enter town/city names and county/district names in full as recorded on your Birth Certificate	
28	Town/City	<input type="text"/>	
29	County/District	<input type="text"/>	
30/31	Born in the UK	Yes <input type="checkbox"/>	No <input type="checkbox"/> If no, please state country
32	Nationality	<input type="text"/>	
33	Home telephone number	<input type="text"/>	
34	Work telephone number	<input type="text"/>	
35	Preferred contact number and line	<input type="text"/>	
D		Previous addresses	
		Provide your most recent addresses where you have lived the last 5 years, use continuation sheet if necessary	
36	Address	<input type="text"/>	
37		<input type="text"/>	
38	Town/City	<input type="text"/>	
39	County	<input type="text"/>	
40/41	Postcode	Country	<input type="text"/>
42/43	Period at previous address	From date <input type="text"/>	To date <input type="text"/> (month and year)
E		Additional information	
		This information will help us to process your application more quickly	
46	Current marital status	Single <input type="checkbox"/>	Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other <input type="checkbox"/>
47	Number of financially dependent children under age 18	<input type="text"/>	
48/49	Bank/Building Society account	Sort code <input type="text"/>	Account number <input type="text"/>
50	Employment status Cross ONE box only	Employed <input type="checkbox"/>	Self Employed <input type="checkbox"/> Part-time Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Student <input type="checkbox"/> Other <input type="checkbox"/>
51	Occupancy status Cross ONE box only	Owner occupier <input type="checkbox"/>	Joint occupier <input type="checkbox"/> Living with parent <input type="checkbox"/> Renting <input type="checkbox"/> Other <input type="checkbox"/>
52	Mother's maiden name	<input type="text"/>	

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F Referee details		Please provide details of an appropriate referee who has known you professionally or personally for at least 2 years				
53	Title	Mr <input checked="" type="checkbox"/>	Mrs <input checked="" type="checkbox"/>	Miss <input checked="" type="checkbox"/>	Ms <input checked="" type="checkbox"/>	Other <input type="checkbox"/>
54	Referee surname	<input type="text"/>				
55	Referee forename(s)	<input type="text"/>				
56	Referee occupation	<input type="text"/>				
57	Home address	<input type="text"/>				
58		<input type="text"/>				
59	Town/City	<input type="text"/>				
60	County	<input type="text"/>				
61	Postcode	<input type="text"/>				
62	Home telephone number	<input type="text"/>				
63	Relationship to applicant	Parent/Guardian <input checked="" type="checkbox"/>	Other <input checked="" type="checkbox"/>			
64	Number of years known	<input type="text"/>				
G Payment						
65						
H Applicant declaration and consent						
After you have checked the information provided in Sections A-G, please complete Section H and sign the application form in the space(s) provided.						
66	Do you have any unspent criminal convictions?	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>			
67	Please cross this box if you have supplied additional information with this application	<input checked="" type="checkbox"/>				
68	<b>Declaration by Applicant</b> I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.	Signature of applicant (please sign in the box provided)				
69	<b>Consent of Applicant</b> I consent to the CRB checking the details I have provided in support of this application against the data sources specified in the notes for guidance, in order to verify my identity and process this application. These details may be recorded and used to assist other organisations for identity verification purposes.	Signature of applicant to indicate consent (please sign in the box provided)				
70	Date of Application	<input type="text"/>				
After you have signed the form please send it to the person who asked you to apply for a Disclosure - DO NOT return the form to the CRB at this stage.						

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**SECTIONS X-Z MUST NOT BE COMPLETED BY APPLICANT**

<b>X</b>	<b>Evidence of identity seen by the employer/volunteering organisation/Registered Body</b>	<i>(Please refer to the Code of Practice and your guidance notes)</i>
1/2	Passport number <input type="text"/>	Date of birth <input type="text"/>
3/4	Nationality <input type="text"/>	Issue date <input type="text"/>
5/6	Driving licence number <input type="text"/>	Date of birth <input type="text"/>
7/8	Licence type <input type="checkbox"/> Paper <input checked="" type="checkbox"/> Photocard	Licence valid from <input type="text"/>
9	Country of issue <input checked="" type="checkbox"/> UK <input type="checkbox"/> Other <input type="text"/>	
10/11	Birth Certificate Date of Birth <input type="text"/>	Issue date <input type="text"/>
12	Country of issue <input checked="" type="checkbox"/> UK <input type="checkbox"/> Other <input type="text"/>	
13/14	Marriage Certificate Issue date <input type="text"/>	P45 or P60 National Insurance number <input type="text"/>
15	Current address details checked against documentation <input checked="" type="checkbox"/> Yes	
16	Evidence seen and checked by Name <input type="text"/>	
<b>Y</b>	<b>Statement by Registered Person</b>	<i>(Please refer to the Code of Practice and your guidance notes)</i>
1/2	Registered Body number <input type="text"/>	Countersignatory number <input type="text"/>
3/4	The position involves working with children <input checked="" type="checkbox"/> The position involves regular contact with vulnerable adults <input checked="" type="checkbox"/>	
5	The category code for this position is <input type="text"/>	
6/7	The level of criminal record check required in respect of this application is <input type="checkbox"/> Standard <input checked="" type="checkbox"/> Enhanced <input checked="" type="checkbox"/>	
8	Registered Body to pay <input type="checkbox"/> On account <input checked="" type="checkbox"/> Payment enclosed <input checked="" type="checkbox"/> Volunteer-no payment due <input checked="" type="checkbox"/>	
9	<b>Declaration by Registered Person</b> I certify that this application is for the purpose of asking an exempted question under the terms of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and is made in accordance with all relevant legislation. I confirm that the requisite documentation and information has been supplied and checked in accordance with CRB guidance. I declare that the information I have provided in support of the application is complete and true and understand that to knowingly make a false statement for this purpose is a criminal offence.	Signature of Registered Person (please sign in the box provided) <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
10	Date of countersignature <input type="text"/>	
<b>Z</b>	<b>Official use only</b>	
1	Correct payment received <input type="checkbox"/> Cheque <input checked="" type="checkbox"/> <input type="checkbox"/> Postal order <input checked="" type="checkbox"/>	
2	Examined by: <input type="text"/>	

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## EXPLANATORY NOTE

*(This note is not part of the Regulations)*

These Regulations, which come into force on 16th December 2009, make detailed provision in relation to applications made in Guernsey for criminal record certificates and enhanced criminal record certificates under Part 5 of the Police Act 1997 (“the Act”). These Regulations, which apply only in Guernsey, mirror, with the appropriate modifications, the Regulations which apply in England and Wales. Part 2 is concerned with applications for criminal record and enhanced criminal record certificates. Part 3 is concerned with registration of persons and bodies under Part 5 of the Act.

Regulation 2 defines terms used in the Regulations.

Regulation 3 prescribes the form set out in Schedule 1 to the Regulations, or a form to the like effect, as the form to be used for applications for either a criminal record certificate or an enhanced criminal record certificate.

Regulation 4 specifies that the fee for a criminal record certificate application is £26, the fee for an enhanced criminal record application is £36 and the fee for an urgent response under section 113E(3) is £6. No fee is payable if the applicant is a volunteer.

Regulation 5 specifies the details of convictions, cautions, warning and reprimands which appear on criminal record certificates and enhanced criminal record certificates.

Regulation 6 prescribes the purposes for which an application for an enhanced criminal record certificate can be made.

Regulation 7 prescribes the cases in which an enhanced criminal record certificate can contain suitability information relating to children; Regulation 8 prescribes the cases in which an enhanced criminal record certificate can contain suitability information relating to vulnerable adults.

Regulation 9 prescribes the names database held by the National Policing Improvement Agency as “central records” for the purposes of criminal record certificates and enhanced criminal record certificates.

Regulation 10 defines “relevant police forces” for the purposes of enhanced criminal record certificates.

Regulation 11 provides an exception to the prohibition of disclosure of information beyond a registered body when that information is disclosed by an employment agency or business to an educational institution or further education institution for the purpose of considering a person’s suitability for a position at that institution.

Regulation 12 specifies the information to be included in the register maintained by the Secretary of State under section 120 of the Act.

Regulation 13 prescribes the procedure for nominating authorised individuals who may countersign or transmit to applications made under Part 5 of the Act. A body which has registered person status must submit the names of those persons who are authorised to countersign or transmit applications.

Regulation 14 specifies that the fee payable for inclusion on the register is £300 and Regulation 15 specifies that the fee payable for each additional authorised individual is £5.

Regulation 16 specifies the conditions which are attached to registration. These include requirements as to the payment of fees, the accuracy of data transmitted and the verification of the identity of applicants.

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