

GUIDANCE AND PROCESS FOR ST HELENA POLICE DIRECTORATE VETTING CERTIFICATE

A person may apply for a vetting certificate for their personal police record.

You must complete the application form, which is available at the Customer Service Centre Post Office Main Street Jamestown.

How to complete

Please use a Black Pen and complete in BLOCK CAPITALS

Full Name: *write your full name, this includes your first name, middle names and surname.*

Change of Name: *write any change in your current name, ie your maiden name before marriage, or any name that you have previously being known as.*

Date of Birth: *write your date of birth, the date, month then year.*

Place of Birth: *write the address of the place you were born, the town, city and country*

Address of St Helena/Ascension: *write your residential address where you are staying or have stayed for both islands.*

There are two checks available

1. **Current Convictions and or Cautions** *All current convictions and cautions. This will not include spent convictions. Any spent will not be disclosed but will have the wording 'No Live Trace'.*
2. **Convictions and or Cautions that includes spent convictions or cautions.** *All convictions and cautions that include those which has been spent will be disclosed on your vetting certificate.*

Please note that you must tick at least one of the boxes on the application, even if you know you do not have a conviction or caution.

Spent conviction

A spent conviction is a conviction which, under the terms of Rehabilitation of Offenders Act 1974, can be effectively ignored after a specified amount of time. The amount of time for rehabilitation depends on the sentence imposed, not on the offence. The more serious the conviction, the longer the period of rehabilitation.

However, when applying to work in certain types of employment, for example, working with children or vulnerable adults, certain professions such as law, health care, and pharmacy, senior management posts within certain sectors and employment where matters of national security are involved, the application form will state that it is exempt from the Rehabilitation of Offenders Act 1974. In these situations, you may need to disclose your cautions and convictions, and they may be disclosed on your vetting certificate.

A segment of the Rehabilitation of Offenders Act 1974 is attached to the vetting application form for information.

Please read the important note and advice on the application form.

All vetting is produced from records that is held by St Helena Police Directorate, I hereby undertake to indemnify the St. Helena Police Service against any liability or civil claim, which may be incurred by the police or any individual serving or former member of police including police staff, as a result of the provision by us of your criminal record

IF YOU ARE SEEKING EMPLOYMENT ON THE FALKLAND ISLANDS, PLEASE BE ADVISED THAT THE FALKLAND ISLANDS' IMMIGRATION REQUIRES YOU TO PROVIDE BOTH CURRENT & SPENT CONVICTIONS

The applicant must sign the form and give their contact telephone, email address and to state if they require the certificate emailed to them or a hard copy.

On Island Application

The prescribed fee must be paid at the Customer Service Centre in the Post Office, proof of payment (a paid stamp on application form) must be produced at Police Headquarters, Coleman House, Market Street, Jamestown.

Overseas Application

The prescribed fee must be paid, you can reach us on telephone 0029022626 extension 219, or email vetting@sainthelena.gov.sh so that bank details relating to this payment can be sent to the applicant.

The process will be completed within **ten** working days on receipt of the application at Police Headquarters. **There is no provision for fast tracking this process, so it is advised that applicants request their certificate in good time.**

For overseas there is no additional charge for emailing the completed certification to the applicant. Should you wish for a hard copy of the vetting certificate to be posted to you, please advise when applying with detail of your home address.

Fees are subject to change.

Current Fees

- **Local applicant £3.20**
- **Overseas applicant £10.00**

St Helena Police Service
1st December, 2018