

CHECKS ON APPLICANTS FROM ABROAD

1. Other than in exceptional circumstances, the police cannot:
 - Make enquiries about the antecedents of people from other countries; or
 - Establish details of convictions acquired outside the United Kingdom.
2. Practice in other countries varies considerably, but certificates of good conduct may be obtainable from overseas applicants. The level of information disclosed varies from country to country in that some give complete extracts from the criminal record while others are partial. Further information about obtaining certificates of good conduct from citizens of EC countries and some other countries is given below.
3. While certificates of good conduct are not available in the Republic of Ireland, the police, when carrying out a criminal records check at the request of CCPD, will, where appropriate, make a check with the police in the Republic of Ireland. If the person worked, trained or lived in the UK for some years, checks can be made with the police for the regions of the UK in which they resided.
4. Where an applicant is from a country where criminal record checks cannot be made, extra care must be taken in the taking up of references and conducting other checks on background.

Obtaining criminal record information on citizens from other members of the European union and a number of other countries

Austria

Certificates of good conduct are available from the Austrian local police or council offices. Austrian Citizens residing in the UK can obtain copies from the Austrian Embassy.

Various offences are covered. However, offences attracting a sentence of up to one year are deleted after five years; offences attracting a sentence between one and three years are deleted after ten years.

Belgium

Individuals can obtain certificates of good conduct (Certificat de bonnes vies et moeurs) from the Communes where they live. Individuals living and working abroad can obtain them from their Embassy.

Denmark

Individuals can obtain certificates of good conduct from their police.

Finland

Any citizen can apply for a certificate of good conduct from the Ministry of Justice which operates an agency called the Crime Register Office (RIKOSTREKISTERT).

If a person has been convicted in a court of law, the offence is stated in the certificate. If not, the certificate establishes a person's good reputation and mentions that the person has no criminal record.

France

Individuals may produce certificates containing a print-out of basic information relating to them from the National Criminal Records.

There is no provision for direct disclosure by French authorities to foreign employers.

Germany

Under federal law, individuals may obtain certificates of good conduct or apply for extracts from the penal register.

Agencies should in the first instance request to see a German national's certificate of good conduct. In very exceptional cases and when more information is required, the PECS may approach the Federal Minister of Justice in Bonn. It is at his discretion whether further information may be disclosed.

Greece

In Greece all prospective employees whether in the public or private sector are expected to submit evidence of a clean criminal record obtainable from the Public Prosecutor.

There are no arrangements for UK authorities/employers to have direct access to criminal record information about Greek nationals.

Ireland

Checks are requested by the Criminal Records Office, PSNI, through the Central Garda Vetting Unit.

There are no arrangements for disclosure to prospective UK employers.

Italy

Individuals may obtain a certificate of good conduct from the relevant Ufficio Casellario. This would show offences which resulted in a term of imprisonment.

Individuals living and working abroad may obtain such certificates through their Embassy.

Luxembourg

Any employer may require potential employees to obtain an “Extrait du Casier Judicaire” from the authorities. This would show sentences which resulted in a term of imprisonment.

Non-Luxembourg employers may also require such a document.

Netherlands

Agencies may require individuals to obtain a certificate of good conduct from the Burgemesiter. This would contain details of convictions and process-verbal reports. In practice the Burgemesiter would also consult the local Parket (ie court district) for the area in which the applicant was born.

There is no provision for direct disclosure by Dutch authorities to foreign employers.

Portugal

Individuals may obtain “criminal records” (including clean sheets) to show to prospective employers. There is no provision for direct disclosure by Portuguese authorities to foreign employers.

Spain

Many job applicants volunteer certificates of good standing obtained from the Ministry of Justice.

There is no provision for direct disclosure by Spanish authorities to foreign employers.

Sweden

Individuals may obtain a certificate of good conduct from the Swedish Police. The certificate confirms that an individual has no criminal record.

Selected other countries:

Australia

Individuals can obtain from their authorities information concerning their criminal background (if any) under the country's Freedom of Information Act.

Canada

Certificates of good conduct are not generally available. Individuals can obtain information as to whether a criminal offence is recorded against them on the National Police Information Database.

Japan

Individuals can obtain a police certificate. If the applicant resides abroad, the certificate is issued by the Japanese National Police Agency. If the applicant resides in Tokyo, the certificate is issued by the Metropolitan Police Department.

New Zealand

Individuals can obtain from their authorities information concerning their criminal background (if any) under the country's Freedom of Information Act.

Norway

Individuals may obtain a certificate of good conduct from local police in Norway. Discretion as to whether or not details of custodial sentences are included lies with the police.

Switzerland

Certificates of good conduct are not available. However, individuals should be able to obtain a document similar to a Casier Judiciaire from the Swiss Police.

United States of America

Individuals can obtain a certificate called a "Criminal Record Check" from their local police but this statement of convictions (if any) covers only the state in which the individual resides. There is no central point where an individual can obtain a certificate which covers the whole of the United States.

Note:

Information on checks in foreign countries may also be sought from the Criminal Records Bureau, Customer Services, PO Box 110, Liverpool, L69 3EF (Information Line: 0870 9090811).