



Sender:	
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Non Police Personnel Vetting (NPPV Level 1)

This process is used to clear individuals to work on police premises for the purposes of contract or maintenance work only. It is relevant for the contract to which it relates only.

The answers provided on this form will be checked against police records and other public records to confirm suitability to work on police premises.

Please complete all sections fully and return to your employer / sponsor.

Before starting to complete this form:

- Please read Explanatory Notes
- Remember to enter information in BLACK INK and BLOCK LETTERS
- Ensure you answer all questions in full
- If a question does not apply, clearly mark as N/A
- Please note that N/A or N/K responses may delay your clearance.
- Additional information should be provided on a sheet of A4 paper.

Section 1 – Contract Details

Name of Force Sponsor:	Start Date
Name of Contracted Company	
Place of Contract & work to be undertaken:	

Section 2 – Authentication of Applicant’s Identity – Copies of verification must be enclosed.

Original Documents checked by employer:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Documents Checked: (please tick which one of the options as applicable)		
Passport & Proof of Address: <input type="checkbox"/>	or	Driving Licence, Birth Certificate & Proof of Address: <input type="checkbox"/>

Signature of employer	Date
Full Name:	Tel No:
Dept / Company:	Position:

Section 3 – Personal Information

Surname/ Family Name (Now): (Mr, Ms, Mrs, Miss)	All Forenames/First Names:
Surname/ Family Name at Birth	All Other Surnames/Family Names Used
Date of Birth Day Month Year	Place of Birth (Town, County and Country)
What is your nationality?	

Section 4 –Addresses

House Number / Name	Street Name
Town / City	County
Post Code	Date of Occupancy
Your address details are required for the last 5 years. Please start with the most recent and ensure you enter any additional address(es) below or on a separate sheet of A4 paper	
Address	Dates of Occupancy (From – To)

Section 5 – Confidentiality & Declaration

<p>➤ I understand that information coming into my possession or knowledge as a consequence of my employment, contract or other work with the police will be held in confidence and must only be used as authorised in connection with my official duties. I understand that the unauthorised communication of any such information to any person, either verbally or in writing, could result in dismissal, termination of contract, civil liability and / or prosecution.</p>	
<p>➤ I confirm that I have completed the above form and the information given is true and correct. I understand that if any error or omission is found I will be asked to leave police premises.</p>	
<p>➤ I understand that the information I have provided may be held on manual filing and computer systems as part of the process. This information may be shared with other police forces.</p>	
<p>➤ I understand that the police will record the data I provide for vetting. Personal data collected on this form will be treated in the strictest confidence. I understand that The Police National Computer and other computerised systems will be consulted to check the details provided, and the results of these checks will be recorded. I consent to this process.</p>	
Signature:	Date: