

**Important Notice to all  
Responsible Person  
Applicants**

**Criminal Record Checks**



DERRY CITY COUNCIL

All nominated Responsible Person(s) required as part of the application for Full Approval as a Place for Civil Marriage/Partnership will need to also apply directly to AccessNI for a **Basic Disclosure Certificate**, a form is attached, which will show details of all convictions considered to be unspent under the Rehabilitation of Offenders (Northern Ireland) Order 1978, or state that no such convictions were found.

To apply for a Basic Disclosure, you need to complete the AccessNI Application Form, get your identity confirmed by a Police Officer at a local Police station and submit the verified application with the correct payment of £26 to AccessNI. Do not send it to the Council.

To have your identity verified by the Police, the applicant should attend a P.S.N.I Station with their completed application form and the necessary identification documents as set out in the attached sheet.

A Police Officer will check the identification documents, confirm identity and sign and stamp the Application Form and pass it back to the Applicant. If it is not possible for a person to attend a P.S.N.I station, they should contact AccessNI for advice.

Access Northern Ireland  
PO Box 1085  
Belfast  
BT5 9BD  
By phone: 02890259100  
By E-mail: [accessni@ani.x.gsi.gov.uk](mailto:accessni@ani.x.gsi.gov.uk)

**Have you lived outside Northern Ireland?**

If you live overseas or you have spent six continuous months or more outside NI, you must provide evidence of a criminal record check from the relevant country or countries. The checks need to cover the five years prior to your application.

Time in England or Wales it's the Criminal Records Bureau

Criminal Records Bureau  
PO Box 110  
Liverpool  
L69 3EF  
By phone: 08709090811  
By Email: [customerservices@crb.gsi.gov.uk](mailto:customerservices@crb.gsi.gov.uk)

Time in Scotland its Scottish Criminal Records Office

Disclosure Scotland  
PO Box 250  
Glasgow, G51 1YU  
By phone: 0870 609 6006

## **REPUBLIC OF IRELAND**

You are entitled to a copy of any criminal record held on you by the Garda Síochána (the police force of the Republic of Ireland), subject to certain exemptions.

You should send a written disclosure request to the Garda, clearly stating that you are making the request under **section 4 of the Irish Data Protection Act 1988** and that you require all the information that may be held about you on computer. The address to write to is:

Inspector in Charge  
Garda Central Vetting Unit  
Racecourse Road  
Thurles  
Co. Tipperary  
By phone 00353-50427300  
By fax on 00353-50427373

Your letter must also include the following:

- your name and current address,
- your date of birth,
- any previous addresses you may have had within the Republic of Ireland, and
- any previous names you were known by (if applicable)

A request for information under the Act carries a fee, which must be sent with your request. Please contact the Central Vetting Unit to find out what this will be and how you can pay it.

You should expect to receive a copy of your record within 40 days of the Garda receiving your request and payment.

## **ROMANIA**

Applicants should contact:

Criminal Records Department  
General Inspectorate of the Romanian Police  
13-15 Soseaua cel Mare  
Sector 2  
Bucharest  
Romania

By phone: +40 21 208 25 25  
By fax: +40 10 120 54 25  
E-mail: [cazier@politiaromana.ro](mailto:cazier@politiaromana.ro)

You should have the documentation verified by your Embassy before sending it in with your licence application.

Embassy of Romania  
Arundel House  
4 Palace Green  
London W8 4QD

By phone 020 7937 9666  
By fax: 020 7937 8069

## **POLAND**

### **In the UK:**

Applicants should go the Polish Consulate to apply for their criminal record checks (CRC). They must provide their passport and will be asked to complete a form - available from the Consulate. The Consulate will then forward the request to the Ministry of Justice in Poland who will reply directly to the Consulate (up to 5 weeks). The Consulate will then forward the CRC (in Polish) to the applicant with an additional note in English, stating the essential findings. There is a fee for this service. This is payable by cash, postal order, bankers or personal cheque made payable to 'The Polish Consulate'.

Consulate General of the Republic of Poland  
Legal Department  
73 New Cavendish Street  
London  
W1W 6LS

By phone 0870 774 2800  
Website: [www.polishconsulate.co.uk](http://www.polishconsulate.co.uk)