

### **Submitting an Application for Police Criminal Record Check**

*This recommendation concerns applications for local registered charities' staff and volunteers.*

#### **Where does one find the Application for Police Criminal Record Check?**

A current application form with instructions can be obtained from [www.bermudapolice.bm](http://www.bermudapolice.bm) located under publications and forms.

#### **Who can submit an Application for Police Criminal Record Check?**

The Bermuda Police Service recommends that charity application submissions come directly to the BPS Vetting Office via hand delivery by an authorized charity official (see 2. below). Fee exemption, in the case of a charity volunteer, is granted through the exemption status granted to charity organizations and thus the certificate is the property of the nominee charity and not the applicant.

#### **What documents should be submitted?**

1. Police Criminal Record Check Application - completed and signed by the applicant (person being vetted)
2. *Certified* copy of a valid passport photo page (true likeness of the applicant)  
*NOTE:* A Driver's License by itself is not sufficient as documents must identify applicant's full name.  
Alternative options for verification are shown on Page 2 of the Application for Police Criminal Record Check.  
Page 2 also outlines persons authorized to endorse a certified copy.
3. Cover letter including charity registration number, signed by the charity manager/coordinator (nominee) outlining the nature of the vetting. The cover letter should also assign one or two authorized person(s) for delivery of application(s) as well as collection of certificate(s).
4. **Payment** in the form of
  - a. Cash (against receipt)
  - b. Cheque/bank draft/money order made payable to the Accountant General

#### **How should the application be submitted?**

It is advised that applications be submitted at the BPS Vetting Office at Police Headquarters, Prospect Devonshire. If sending by mail, address to:

Bermuda Police Service  
P.O. Box HM 530  
Hamilton HM CX  
Bermuda

#### **Who qualifies for Vetting Fee Exemption?**

Vetting fees are waived for volunteers only. Volunteers are considered unpaid staff and should they collect any wage, they would not qualify for fee waiver. All others (i.e. salaried members) must pay the required vetting fee.

#### **What is the required vetting fee for non-volunteers?**

The fee is \$100.00 per application and payment is submitted at the same time as the application.

#### **What is the estimated response time?**

Applications are typically processed around 4-6 weeks depending on staffing and current workload within the office. Charities should be mindful that when submitting large bulk requests, the time frame for processing may take longer.

#### **How should certificates be collected?**

It is recommended that, because of the special implications for charity applications, once notified that certificates are ready, an official charity representative/authorized nominee come and collect directly from the BPS Vetting Office located at Police Headquarters. Returning by mail can lead to lost certificates leading to unnecessary inconvenience to both the charity and the vetting office.

Questions should be directed to the BPS Vetting Office on (441)247-1750 or (441)247-1725 or by email on [vetting@bps.bm](mailto:vetting@bps.bm)



# **Instructions for Submitting Requests & Documentation**

## **IMPORTANT**

The Bermuda Police Service will only accept applications for Police Record Checks under the following circumstances:

1. **Local applicants:** A fee of \$100 should be submitted by cheque, cash (against receipt), bank draft or money order, made payable to the Accountant General.
2. **Overseas applicants:** A fee of \$100 should be submitted by international money order or bank draft, also made payable to the Accountant General.
3. Submitted on Bermuda Police Service application form SF39.
4. Completed and signed by the applicant themselves.
5. Submitted directly by the applicant or by the applicant's nominee.
6. If a nominee is acting on the applicant's behalf, signed consent from the applicant identifying the nominee must be provided.
7. The applicant must supply the following certified copies at the time of application submission:
  - a) Valid Passport (document noting **FULL NAME OF APPLICANT**) **with additional colour photocopy of said document**
  - b) If applicant has no passport then certified copies of Birth Certificate plus valid photo ID (also with colour photocopies of said documents)
  - c) Certified colour copy of valid photo ID (Government, Federal or State photo identification is required)
  - d) Only clear and legible certified copies of Photo Identification and documents are acceptable.
  - e) Applicant MUST supply the copies of all documents
    - A Driver's Licence alone may not be sufficient
8. For 7(a, b & c) photo ID or other vital documents, persons authorized to endorse a certified copy include:
  - a. Attorney or Notary Public
  - b. Police Officer / Police Vetting Coordinator / Police Station Duty Officer
  - c. Court Officer

...stating "*this is a true likeness of (Applicant's name)*," the date and identity of certifying person. This process should be **completed prior to** submitting the application.

9. Applications can be submitted:
  - i) In person at any Police Station.
  - ii) In person at Police Headquarters, Prospect Devonshire.
  - iii) Via post addressed to:
    - Bermuda Police Service
    - P.O. Box HM 530
    - Hamilton, HM CX
    - Bermuda

**Applicants MUST bring all necessary paperwork (including copies of identification) when submitting.**

Incomplete forms or forms not accompanied with appropriate payment and photographic identification (including required photocopies) will not be processed.