

# ORDER FORM FOR SECURITY SCREENING

CONFIDENTIAL WHEN COMPLETED

## COMPANY INFORMATION

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Confidential email address  
for electronic report (if applicable): \_\_\_\_\_

## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Applicant Contact Number \_\_\_\_\_

Relevant Employment Start Date: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Email address for Applicant: \_\_\_\_\_

Will the Applicant be a Contractor in Schools?: \_\_\_\_\_

Will the Applicant be a Contractor in Hospital?: \_\_\_\_\_

Will the Applicant be a Contractor in Adult Care Home?: \_\_\_\_\_

## DETAILS OF CHECK REQUIRED

BS7858 Security Screening <b>Paper Report - 5 YEAR</b>	£140.00 plus. VAT	£ _____
BS7858 Security Screening <b>Paper Report - 10 YEAR</b>	£150.00 plus. VAT	£ _____
BS7858 Security Screening <b>Electronic Report - 5 YEAR</b>	£100.00 plus. VAT	£ _____
BS7858 Security Screening <b>Electronic Report - 10 YEAR</b>	£110.00 plus. VAT	£ _____
Consumer Information Report (CIR) <b>ONLY</b>	£35.00 plus. VAT	£ _____
Basic Disclosure	£45.00 plus. VAT	£ _____
Standard Disclosure	£55.00 plus. VAT	£ _____
Enhanced Disclosure	£65.00 plus. VAT	£ _____
<b>TOTAL</b>		£ _____
<b>VAT</b>		£ _____
<b>TO PAY</b>		£ _____

## DECLARATIONS to be completed by an authorized company signatory

- I hereby give authorization for National Security Screening Agency to conduct the required checks on the above Applicant.
- I acknowledge that National Security Screening Agency will conduct Security Screening for the full 5-year period unless specifically requested.
- I confirm that we have offered the above-named person conditional employment and authorize National Security Screening Agency to approach the applicant's present employer.
- I understand that National Security Screening Agency will not process the Police check on our behalf as it is ultimately our responsibility.
- I understand that Limited security screening will only be conducted where the date of receipt at National Security Screening Agency of all documents is before the Relevant Employment Start Date.
- I authorize National Security Screening Agency to communicate directly with the Applicant, where necessary, to obtain further information and/or verify information given in the Application Form.
- a) I have enclosed a cheque or paid by PayPal/Credit Card for the correct amount, **OR**  
b) I have posted a cheque today for the correct amount, Cheque Number \_\_\_\_\_, **OR**  
c) I have paid by automatic bank transfer (or similar) and it will be in the bank of National Security Screening Agency (**National Westminster Sort Code 55-81-26 Account Number 89094565**) on \_\_\_\_\_.
- I understand that all information given will be held in the strictest confidence and that National Security Screening Agency are registered under the Data Protection Act 1998 - Registration Number Z3460613.
- I confirm that I have read and understood the Security Screening Notes provided and that I have seen the original identification documents supplied.
- I acknowledge that the consumer information search must not be shown to the applicant or its contents divulged to the applicant either directly or indirectly and that it is our responsibility to ensure that this information remains confidential **AT ALL TIMES**.



**National Security  
Screening Agency**  
4 Stirlin Court  
Saxilby Enterprise Park  
Saxilby  
Lincoln LN1 2LR

screening@7858.co.uk  
www.7858.co.uk

T 0800 999 7858

F 01522 246400

**INFORMATION  
EXPERTISE  
COMPLIANCE**

*NSSA Office Use Only*

*P/O No:*

*Invoice No:*

*Received:*

*Checked:*

*Database:*

*Planner:*

*Date Paid:*





Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Position: \_\_\_\_\_

# ORDER FORM FOR SECURITY SCREENING NOTES

## SECURITY SCREENING NOTES including Terms & Conditions



1. All orders for security screening **must** be ordered on the National Security Screening Agency Order Form for Security Screening form and must be signed by an Officer of the Company/Screening Controller. **Every** new application requires an Order Form. **The Current Application Fee must be enclosed with the order. This Fee Is Not Returnable.**
2. All applications must be on the National Security Screening Agency Application for Security Screening form.
3. There is provision for up to six entries in Part 5: Educational and Employment History. Should this not be adequate please instruct the applicant to complete additional copies of Page 5 as required.
4. **Please check that the application form is completed fully as failure to do so will delay the screening process.**
5. The individual in the organization who has responsibility for security screening is now referred to as the SCREENING CONTROLLER. (Your Quality Management System should refer). This person should be trained and competent in the Security Screening Process. National Security Screening Agency can provide such training upon request.
6. A valid work permit, visa or accession state worker registration card must be obtained where required. See Page 8 of Application Form for Security Screening. (Accession state means the Czech Republic, the republic of Estonia, the Republic of Latvia, the Republic of Lithuania, the Republic of Hungary, the Republic of Poland, the Republic of Slovenia, and the Slovak Republic).
7. Where the applicant is a Non-UK national, it is advisable that a Disclosure of Convictions is obtained from the applicant's original home country or the relevant embassy.
8. A check of the individual's financial history should be made utilizing a recognized credit reference agency and should include: Postal address links that should be searched; county court judgements (CCJ); bankruptcy orders; aliases; date of birth; electoral register.
9. Applicants should have a personal interview prior to any offer of employment. See page 8 of the Application Form for Security Screening.
10. The screening controller should ensure that private and confidential data about the applicant is held confidential unless authorized in writing by the applicant.
11. Under no circumstances should conditional employment commence until the most recent 3-year history has been verified.
12. An EU driving licence with photographic identification is a permissible means of verifying an individual's date and place of birth.
13. During the period of provisional employment, the applicant should be classed as employed, subject to satisfactory completion of security screening. A statement should be made in the offer of employment letter.
14. Provisional employment should in no case continue for a period exceeding 12 weeks, from the date of commencement of relevant employment. (For screening of over 5 years the maximum time is not to exceed 16 weeks).
15. Security screening records should be kept for a period of 7 years after cessation of employment.
16. Screening files must be regularly reviewed. National Security Screening Agency will provide a Progress Report on a regular basis.
17. A confidentiality agreement relating to the disclosure of the organizations confidential information and/or material with respect to employees' past, present and future should be signed by those individuals carrying out security screening.
18. Individuals regularly employed in interviewing and security screening for the duties envisaged should be trained. National Security Screening Agency will undertake the training requirements of the organization relating to security screening. (Price on application).
19. When considering potential employees, employers should be aware of Home Office regulations concerning the prevention of illegal working. Attention is drawn to the Immigration, Asylum and Nationality Act 2006 [7], Accession (immigration and worker registration) Regulations 2011 [8], Sections 15 to 16 of The Immigration (restrictions on employment) Order 2007 [9] and The Immigration (employment of adults subject to immigration control) (maximum penalty) Order 2008 [10]. Information relating to the prevention of illegal working can be found on the Home Office UK Border Agency website [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).
20. The company should be registered with the Information Commissioner's Office for holding personal information. National Security Screening Agency - Registration Number Z3460613.

# ORDER FORM FOR SECURITY SCREENING NOTES



## IDENTIFICATION DOCUMENTS

Documents to prove identity/residence must be provided to comply with the security screening requirements as required by BS7858 and also the disclosure service. Route 1 is the preferred route.

### Route 1 – PREFERRED ROUTE

The applicant must be able to show:

- 1 document from Group 1, plus
- 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant's current address.

### Route 2 – to be used only if Route 1 cannot be achieved

If the applicant does not have any of the documents in Group 1, then they must be able to show:

- 1 document from Group 2a, plus
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organization conducting their ID check must then also use an appropriate external ID validation service to check the application.

### Route 3 – to be used only if Route 1 and Route 2 cannot be achieved

Route 3 can only be used if it is impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands), plus
- 1 document from Group 2a, plus
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address.

### GROUP 1: PRIMARY IDENTITY DOCUMENTS:

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photo-card - (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

### GROUP 2A: TRUSTED GOVERNMENT DOCUMENTS:

Document	Notes
Current valid driving licence photo-card - (full or provisional)	All countries outside the EU (excluding Isle of Man and Channel Islands)
Current valid driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

### GROUP 2B: FINANCIAL AND SOCIAL HISTORY DOCUMENTS:

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, e.g. pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided	Must still be valid