

CHI Policy on International Police Clearance

CHI will seek Garda Vetting / International Police Clearance for all volunteer applicants.

The Garda Clearance Form which applicants complete only covers addresses in The Republic of Ireland and Northern Ireland (**Postcodes needed for Northern Ireland addresses**).

However, all addresses from birth, including overseas addresses, must be provided on the Garda Clearance Form

If an applicant has lived in any country for a period of 6 months or more, other than Ireland or Northern Ireland, they will be required to provide police clearance, for each jurisdiction in which they have resided. The police clearance must be dated **AFTER** they left that country and must cover the entire period of their residence.

It is **mandatory** for all applicants to provide CHI with a Police Clearance Certificate from those countries stating if they have any conviction recorded against them while residing there. They will need to provide a separate Police Clearance Certificate for each country they have resided in.

Seeking security clearances from other countries is the responsibility of the applicant. This can sometimes be a lengthy process. It is important to note that anyone in this situation, who is interested in becoming a volunteer, would need to commence seeking security clearances early on.

The following web sites may be of assistance

United Kingdom

https://www.acro.police.uk/subject_access.aspx

Email subjectaccess@acro.pnn.police.uk

This covers most UK addresses. If your address is not covered by the Association of Chief Police Officers:

- www.police.uk/forces/ This website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.
- <https://www.gov.uk/browse/working> This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau.

Scotland

www.disclosurescotland.co.uk

Wales

www.south-wales.police.uk

www.north-wales.police.uk

Australia

www.afp.gov.au This address will provide information on obtaining a national police clearance certificate for Australia

New Zealand

<https://justice.govt.nz/criminal-records/> This website will provide information on obtaining police clearance in New Zealand

Brazil

<https://www.servicos.gov.br> Police certificates are provided immediately in most cases with the online application and are free of charge.

United States of America

Please note that valid Security Clearance from the USA must be obtained from the FBI

<https://www.fbi.gov/services/cjis/identity-history-summary-checks>

The request by post must be accompanied by satisfactory **proof of identity** (consisting of name, date and place of birth, and a set of **rolled-inked fingerprint impressions**) and a certified check or money order for the current **processing fee (\$18)**. The FBI will not provide copies of arrest records to individuals other than the subject of the record. If there is no criminal record, a report reflecting this fact is provided.

Current wait is approximately 12 to 14 weeks

Other Countries

For other countries the applicant may find it helpful to contact the relevant embassies who could provide them with information on Police Clearance