



Character Verification Certificate Application Guidance Notes.

The Criminal Records Office of the Police will aim to produce all Character Verification Certificates within 2 working days (premium Service). This will be measured from the day the application is accepted to the day of dispatch.

The filled application form will be processed and the results sent to you through the Solicitor representing you here in the UK.

To avoid errors, the application should be completed in **BLOCK/CAPITAL LETTERS**.

We will carry out extensive authentication exercises including searching databases.

The following factors are likely to delay or cause outright denial of the processing / issuance of the Certificate:

- * Incomplete information provided
- * Inability to authenticate your current address
- * Failure to enclose correct payment
- * You are subject of impending/outstanding criminal proceedings
- * Searches on historical Police databases are required

If an error occurs due to illegible handwriting, a new certificate will be issued at a cost of £ 350.

Proof of Identity: We require a copy of your International passport description page (usually carrying your photograph) or Driver's License. Note that the name displayed on the Character Verification Certificate will be as displayed on your passport.

Please supply 2 items of correspondence, not more than 6 months old, that confirm your current address, e.g Utility Bills , such as Phone bill, Gas bill, Electricity bill or bank Statement. (Do not send originals, they will not be returned)

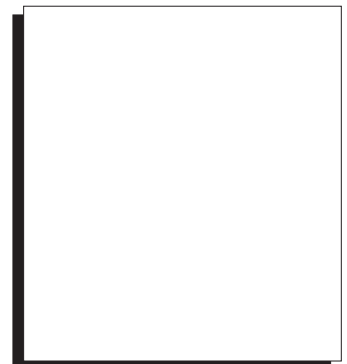
Fees (in Pounds Sterling) :

Standard Service	-	£ 660 (4 working days)
Premium Service	-	£ 780 (2 working days)
Additional Copies	-	£ 350

Proof of payment from current location must be presented.

Photographs:

Please enclose a recent passport size photograph.
This will be scanned onto your Character Verification Certificate.



A CHARACTER VERIFICATION CERTIFICATE IS PROVIDED FOR THE AGREED SPECIFIED PURPOSE OF OBTAINING A CONSULAR CERTIFICATE FOR IMMIGRATION PURPOSES. KEEP THE DATA SECURE AND PROTECT THEM AGAINST LOSS OR UNAUTHORIZED ACCESS.

Character Verification Application Form

Please complete the application using **BLOCK/CAPITAL LETTERS**

Title (Mr, Mrs, Miss, Ms other):.....

Surname:.....

Forename (s):.....

Sex: Male ☐ Female ☐

Any other names by which you have been known (including maiden name, all married names, names prior to or after change by Deed Poll) Please tick if not applicable ☐

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Date of Brith: dd/mm/yyyy Place of Birth (Town & Country):

Nationality: (include all):.....

Passport/License Number and Issuing Country:.....

Date of trave if known:.....

Current Address:.....

Have you lived at this address for 5 years or more? Yes ☐ No ☐

If No, please provide details of previous address (es) for the last five years (including dates) on the continuation sheet provided*.

Contact details (s) :

Home:..... Work:.....

Mobile:..... Email:.....

Are you subject of outstanding criminal proceedings? Yes ☐ No ☐

Have you ever lived in the UK? Yes ☐ No ☐

If YES, please provide details on a separate sheet

Service Required: Standard (£ 660) ☐ Premium (£ 780) ☐
(Proof of payment from current location must be presented)

Number of additional copies requested at the time the application is made (£ 350)
(Subsequent requests will require a new application)



Applicant Declaration

The Applicant must agree to the following conditions:

1. I understand the questions asked in this application form and I declare that the information I have supplied is accurate and I am the person to whom it relates.
2. I declare I have listed all the names by which I have ever been known.
3. I give authorization for any enquiries as deemed necessary in relation to the information given on this form and to share this information to the extent necessary to enable a decision on my Immigration Application.
4. I understand that the details I provide will be checked against the Police National Computer and that of my present location (where applicable, other countries I have visited).
5. I understand that the aforementioned Police Systems will be updated if appropriate, with the information provided.
6. I am aware that it is an offence to make a statement or representation which I know to be false or do not believe to be true, obtain or seek a Character Verification Certificate by any means which include deception.

Signature (Applicant):..... Date: dd/mm/yyyy.....

Endorsement

(To be completed by a Solicitor or a Social Worker Living and Working in the UK)

I am not a relative or partner of the Applicant. I have endorsed and confirmed that the given information's are true of the applicant.

Signature :..... Date: dd/mm/yyyy.....

Name:..... Occupation:.....

Contact:..... Telephone No:.....

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If you have not lived at your current address for longer than five years, or you are now living outside the UK, please list any addresses you have lived at within the UK over the past five years below:

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Frequently Asked Questions

1. How long does it take to get my Character Verification Certificate?

Ans: The Certificate will be prepared and dispatched within 2 working days for premium service and 4 working days for standard service. In each case, this excludes days of receipt and dispatch. Dispatch times are not guaranteed. You are advised to allow extra time if your application is made close to a UK Bank Holiday.

2. Can I email or fax my application directly to you?

Ans: NO, your application must be presented to us by a Solicitor or Social Work living/working in the UK as we require originality and surety.

3. Can I pay online?

Ans: NO, we only accept cash payment, accompanied with proof that payment was made from your present location.

4. How long is my certificate valid for?

Ans: There is no set period of time for which the certificate is considered to be valid. The Certificate is only truly accurate on the date of issue. Embassies or High Commissions will usually require individuals to produce a Character Verification Certificate, which has been issued not less than six (6) months before your visa Application.

5. I don't have any utility bill, how can I prove my address?

Ans: We accept copies of documents from "Official bodies" e.g. bank statement, letters from a General Practitioner, letters from a school or college. Ideally, they should be for different months and in either cases should not be more than six (6) months old.

What your Application should contain

- A). Application Form (Fully completed and signed)
- B). Two proof of current address
- C). Passport size photograph
- D). Copy of International Passport Photo Page / Driver's Licence
- E). Proof of Payment

