



FREQUENTLY ASKED QUESTIONS: SUBMITTING AN APPLICATION FOR POLICE RECORDS CHECK

Be Reminded – this recommendation concerns applications for locally registered charities.

Where does one find the Application for Police Records Check?

A current application form with instructions can be obtained from www.bermudapolice.bm located under application forms.

What documents should be submitted?

1. Police Records Check Application - completed and signed by the applicant.
2. Cover letter (with charity registration number) from charity manager / coordinator (nominee) outlining the nature of the vetting.
 - a. If a nominee - signed consent from charity authority identifying the nominee.
3. *Certified* copy of a valid passport photo page (true likeness of the applicant).
 - a. *NOTE:* A Driver's License by itself is not sufficient (documents must identify applicant's FULL name).Alternative options for verification shown on Page 2 of the Application for Police Records Check.
4. Page 2 outlines persons authorized to endorse a certified copy.
5. **Payment** in the form of:
 - a. Cash (against receipt).
 - b. Cheque / bank draft / money order - made payable to the Accountant General.

Who can submit an Application for Police Records Check?

The Bermuda Police Service recommends that for charity applications, these submissions come directly to our vetting office via the charity with the associated cover letter. Because of the implications surrounding charity applications (i.e. fee exemptions for charity volunteers only) the need to ensure accountability to this process is required. The ability to submit a charity application (for volunteers only – and associated fee exemption) is through the exemption status granted to the charity organisation. Because of this the *certificate is the property of the nominee / charity and not the applicant.*

How should the application be submitted?

As noted above, because of the special arrangements for charity applications it is advised that these applications be brought to the BPS Vetting Office at Police Headquarters, Prospect Devonshire. If sending by mail they can be post addressed to:

Police Vetting Section (CRO)
Dame Lois Browne-Evans Building
58 Court Street, Hamilton, 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 cost to apply for a Police Records Check?

The cost for a Police Records Check is \$100.00 per application also 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 / Nominees should be mindful of this when submitting large bulk requests that 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.