

Criminal Record Check Guideline (United Kingdom)



This is a direction on obtaining police clearance certificates from United Kingdom

To obtain a Police Certificate in the UK :

Please go to your local police station and **request a form** called "**Subject Access.**"

Send this with a fee of ten pounds to the **Data Protection Officer of the police force** in the area you reside.

This form is then sent by the police to Scotland Yard and the results are supplied to the individual requesting them within a statutory **40 day time limit.**

If you're waiting for your certificate try 0171-230-3751 to see what stage it's at.

The address of the Subject Access Office is:

**Subject Access Office
Metropolitan Police
FREEPOST
London SW1H 0YY**

The forms initially required are **HMSO Form 3019 and 3019 B** (send an A4 Stamped Addressed envelope requesting these documents, to the above address).

For the required **Military Records**, all one needs is the Certificate of Discharge supplied by all the services in the UK on leaving that service.

For **UK Army** the 'Red Book' Regular Army Certificate of Service is what is required. The UK Army forces enquiries are sent to:

Army Personnel Centre
Personnel Records Section
Room 424
Kentigern House
65 Brown Street
Glasgow G2 8EX
Phone: 0141 224 8886

The address for **ex-Royal Air Force** people to obtain copy of service records is:

Royal Air Force
Personnel Management Agency
Innsworth
Gloucester
GL3 1EZ
Phone: 01452 712612 Extn: 7615 -