

## Guidance Note 15

### Vetting Staff from Overseas

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It is now more common to recruit staff from overseas, particularly with the increased mobility of EU citizens. This can apply to members' own staff as well as those, notably coach drivers, provided by suppliers.

#### CRB (DBS\*) checks for overseas applicants

The CRB cannot access criminal records held overseas, but in a small number of cases overseas criminal records are held on the Police National Computer and these would be revealed as part of a criminal record check.

Accordingly, a criminal record check in the UK may not provide a complete picture of an individual's criminal record.

It is possible to submit an application while the applicant is overseas and in all cases you must take steps to verify the identity of an overseas applicant.

However in many cases the CRB cannot assist in the verification of non-UK individuals.

#### Checks via Embassies

If you are recruiting people from overseas and wish to check their overseas criminal record, you should contact the embassy or High Commission of the country in question. Find contact details for embassies and [High Commissions in the UK on the Foreign & Commonwealth Office \(FCO\) website](#) ([Opens in a new window](#)).

You can also contact the FCO Response Centre Helpline on 020 7008 1500.

If the foreign check needs translating, the embassy of the country concerned may be able to help.

#### Certificates of good conduct & references

You should try to obtain a certificate of good conduct and any other references from potential overseas employees. The standard of foreign police checks varies and to find out the standard, you should contact either the authorities in a particular country, or their embassy.

Either you or the employee should obtain a certified translation of the certificate of good conduct.

#### Checking an applicant's right to work in the UK

Finally, the employer is responsible for ensuring employees have the right to work within the UK.

#### Sources of information:

- [customerservices@crb.gsi.gov.uk](mailto:customerservices@crb.gsi.gov.uk)

It is recommended this note is read in conjunction with #14 "Driver CRB Checks", particularly the advice on the role of a criminal record check within a properly operated employee recruitment, training and assessment process.

\*Note: on 01/12/12 the CRB and ISA are being combined into one body the Disclosure & Barring Service (DBS).

