

Types of criminal record checks

Disclosing to employers - Information series

The main types of criminal record checks for employers

| Type | Basic check | Standard check | Enhanced check |
|------------------------------------|--|--|---|
| Status | Rehabilitation of Offenders Act applies | Not covered by Rehabilitation of Offenders Act | Not covered by Rehabilitation of Offenders Act |
| Legal name | Criminal Conviction Certificate | Criminal Record Certificate | Enhanced Criminal Record Certificate |
| Cost | £25 | £26 (free to volunteers) + fee of 'Umbrella Body' | £44 (free to volunteers) + fee of 'Umbrella Body' |
| Issuer | Disclosure Scotland | Disclosure and Barring Service | Disclosure and Barring Service |
| Who applies | Depends - sent to individual (normally) | Registered Body / Umbrella Body – sent to individual | Registered Body / Umbrella Body – sent to individual |
| What it is for | Any employment or volunteer position (potentially) | Positions exempt from the ROA by virtue of the Exceptions Order | Positions exempt from the ROA and listed in regulations made under Police Act 1997 |
| Types of positions eligible | <ul style="list-style-type: none"> • Government/civil service positions • Working in airports • Office work • Hospitality industry • Retail, supermarkets | <ul style="list-style-type: none"> • Security industry licence • Solicitor or Barrister • Accountant • Veterinary surgeon • FCA 'approved person' role • Football stewards • Traffic warden | <ul style="list-style-type: none"> • Working with children and vulnerable adults • Teacher • Social worker • NHS professional • Carer • Taxi driving licences |
| No. per year | 1 million 20% of total checks | 250,000 5% of total checks | 3.75 million 75% of total checks |
| What it discloses | Only unspent convictions | Unspent and spent convictions and cautions (not yet filtered) (see overleaf for more information) | Unspent and spent convictions and cautions (not yet filtered) (see overleaf for more information) |
| Web link | More info here | More info here | More info here |

For more information about these levels of checks, and other types of checks done for specialist areas of work, [search for 'criminal record checks' on hub.unlock.org.uk](#).

What criminal record checks disclose

| Information | Basic | Standard | Enhanced | Enhanced + Barring |
|--|-------|--------------------------|----------------------------------|----------------------------------|
| <u>Unspent convictions</u> | Yes | Yes | Yes | Yes |
| <u>Spent convictions</u> | | Yes (unless filtered) | Yes (unless filtered) | Yes (unless filtered) |
| <u>Cautions</u> (reprimands & warnings included) | | Yes (unless filtered) | Yes (unless filtered) | Yes (unless filtered) |
| <u>Police intelligence</u> (‘approved’ information) | | | Yes (if police deem relevant) | Yes (if police deem relevant) |
| <u>Inclusion on Childrens’ Barring List</u> | | | | Yes (if specified) |
| <u>Inclusion on Adults’ Barring List</u> | | | | Yes (if specified) |

For each conviction/caution disclosed, it states the court, date of conviction, offence (statutory reference) and sentence/disposal. This is ‘factual’ information – ‘descriptions’ are not included.

On all types of checks information is taken directly from the Police National Computer. The only exceptions to this applies to some information on enhanced checks - ‘police intelligence’ (which comes from local police records) and barring list information (which comes from the DBS).

For more information, [search for ‘what criminal record checks disclose’ on hub.unlock.org.uk](http://hub.unlock.org.uk).