

The Process:

Online Basic Criminal Record Check

Step 1

The customer notifies Personnel Checks of the applicants/employee's name and job title requiring a check.

Step 2

Personnel Checks email the customer with the applicants' username and password allowing them to log into our secure website to complete the application form.

Step 3

The applicant completes the application form online.

Personnel Checks print the information on an application form and post the form to the customer.

The applicant signs the form and returns it to Personnel Checks by post along with 3 photocopies of ID which prove the applicants' date of birth and current address.

Step 4

Personnel Checks confirm receipt of application form, immediately resolve any queries with the applicant/employee and then confirm to the company that the form has been sent to the government body for processing.

Step 5

The government body send the completed certificate to the address as agreed

Contact Us