

# ICPC | Frequently asked questions

## ICPC and DBS

### What the difference between an ICPC and an enhanced DBS check?

A DBS check is for use in England and Wales. DBS legislation stipulates that DBS or DBS enhanced checks cannot be used where recruitment decisions are made outside of the UK.

The ICPC is the only service that provides checks for individuals who want to work with children where the recruitment decisions are made outside of the UK. An ICPC can be used for any role where access to children occurs whereas an enhanced DBS check only covers certain regulated activity roles.

ACRO and DBS use different filtering models. On a DBS, certain details of offending would not be disclosed if it meets the filtering criteria but anything serious or of concern would not be filtered out.

### Does an ICPC show anything different to a DBS?

Both use the same framework in collection of data. ACRO and DBS access the same systems so there is a degree of consistency.

## Applying for an ICPC

### How do you apply for an ICPC?

You can apply for an ICPC on the ACRO website [acro.police.uk](http://acro.police.uk).

### How much is an ICPC?

An ICPC is currently £90.

### What is the processing time for an ICPC?

The processing time for an ICPC is normally 10 days but can take up to 30 days.

ACRO are working on a digital certificate that will include security features to verify its authenticity.

### Could processing take longer than 30 days?

If checks of additional databases are required or there are mistakes on the application forms, processing can exceed 30 days but this is very rare.

### Can an ICPC be delivered anywhere in the world?

Yes.  
We provide several delivery options.

#### International courier service - £48

Between 1-5 days delivery time depending on your location.

Not available for delivery to Cuba, Iran, North Korea, Sudan, Syria, Yemen and Russia (including Crimean region).

#### Tracked international - £9

10 working days within EU, 20 working days rest of world. Includes a tracking number, following point to point. If applicant is unavailable for delivery, delivery service provides options for collection or redelivery.

#### Standard delivery – included in application cost

10 working days within the EU, 20 working days rest of world.

# ICPC | Frequently asked questions

## Part two of ICPC

### Who are the NCA?

National Crime Agency.

### Who are CEOP?

Child Exploitation and Online Protection Command.

### How specific is the intelligence information on part two of the certificate?

This is information that is held on the Police National Database (PND) and other local police systems.

This is usually information where there is no recordable outcome (conviction, caution, warning etc.) but the information is retained as it is deemed relevant.

For example: If an individual accused of assault volunteers to attend a police station or is interviewed at home but no further action is taken, this would not be recorded on PNC but would be relevant to record as intelligence.

The force that owns the intelligence decide if this should be disclosed or not. Though intelligence may not be shared for one application it may be shared in later applications, especially if new information is available.

This information is added by the NCA through their Chief Safeguarding Officer. Normally it is a carbon copy of what is recorded on the NCA systems.

### What is the difference between No Live Trace and No Trace?

No Trace means there is no offence information recorded.

No Live Trace means there are some convictions that have been stepped down or hidden from view. This is dependent on the age of the person at the time of the offence and the severity and outcome of the offence. For more information, please see the step down model on the ACRO website.

### Is None Recorded the same as No Trace?

None Recorded relates only to part two and indicates there is no additional information from NCA or CEOP.

Part two provides intelligence held on PND or NCA systems.

Part one relates to convictions, cautions and reprimands that are held on the Police National Computer (PNC).

## Other questions

### Does an ICPC replace any other checks or is this an additional requirement?

The certificate is a criminal records check for people who are either UK nationals or have previously lived in the UK. This should not replace checks from countries the potential employee or volunteer is a national of or any additional countries they have lived in.

### Would you be able to request checks from other countries or Sovereign Base Areas?

ICPCs use the UK criminal record and intelligence systems. This includes the National Crime Agency's child safe guarding systems. We cannot access police systems from other countries but we can make requests to EU member states if necessary. We are notified of any UK national convicted overseas and this information is added to the PNC.

### Does the ICPC included the "barred" list?

No it does not – ACRO does not have direct access to the barred list but the PND does contain information relating to barred individuals.

### How does ACRO collect the information?

ACRO checks data on the Police National Computer, Police National Database and NCA systems.