

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).