
Verifile newsletter

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Welcome to our August 2018 edition of our newsletter which contains important news and updates from us.



Customising Your Experience

We offer a bespoke service and now have an easy to use form where you can select your customisations. During your next review meeting/call, your Account Manager will walk you through our new Account Preferences tool. This form will then inform us how you prefer to be contacted, customise the emails we send to your candidates and set budgets for additional fees, plus much more. If you would like to discuss customisations before your next scheduled review, please do not hesitate to contact your Account Manager now.

UK Criminal Checks in Northern Ireland via AccessNI

You may remember from our April newsletter that AccessNI, the government agency issuing criminal certificates for Northern Ireland, are modernising their IT system. We can now share further details of changes to their service.

- If you use the AccessNI service you must create a new NI Direct account and link this to your existing AccessNI account. For guidance on this process, please [click here](#).
- Using a new NI Direct account, digital certificates will largely replace paper certificates from 17 July 2018.
- Candidates can opt to receive a paper certificate and can choose where the paper certificate is sent to.
- We recommend that you encourage your candidates to request a paper certificate.
- Paper certificates will always be issued if there are convictions.

- When the candidate's digital certificate is issued to them, they can view and share the certificate to an email address.
- When the candidate shares the certificate, the certificate can be viewed for up to 3 days.
- Status updates available to you via the AccessNI portal will remain the same as before. For example, applications will show as 'Certificate issued' when the check is finished.

New DVLA and DVA Consent Forms

The Driver and Vehicle Licensing Agency (DVLA) and Driver & Vehicle Agency (DVA) Northern Ireland have issued new consent forms for driving licence checks. The new forms will be provided to candidates from this week. If you have a custom version of the old DVLA form (D796) that includes your organisation name, please replace this with the new copy which we will send to you in the coming days. The new forms can be used straight away. The old forms will no longer be accepted from 26 August 2018 onwards.

Passport Check

Anyone concerned about the authenticity of British passports should use a passport check.

There is no better way to validate a passport than contacting the issuing authority. This check verifies the passport number against the candidate's name and address. Due to the implementation of GDPR the passport office no longer charges for passport checks. We are delighted to announce that we are now able to significantly reduce the price of this check.

International Screening

Verifile's clients are scattered around the world. No matter where you are based, you are likely to recruit individuals with varying backgrounds. Perhaps they grew up in Brazil, studied in France and worked in New York before coming to work for you in Sydney? At Verifile we speak over 14 languages and are delighted to recently have increased our German and French speaking team members.

Background checks are important no matter where someone has previously lived. Verifile has an extensive range of international criminal, credit, driving licence, directorship, identity and company credit checks, to help fulfil your international screening needs.

What are these checks?

Verifile's range of 6 international checks cover the main requirements for international background screening:

SERVICE	TYPICALLY INCLUDES
Criminal Check	Criminal convictions obtained from police, government ministries and bureaus, courts and/or embassies.
Credit / Financial Check	Bankruptcy, defaults, disqualifications, judgements, voluntary arrangements, directorships, payment history, addresses and/or shareholding.
Directorship Check	Current directorships, past directorships, dates of appointment, shareholdings, functions and/or disqualifications.
Identity Verification	Name, date of birth, current addresses, previous addresses, passport validity, identification numbers and/or tax numbers.
Driving Record Check	Driving licence status, entitlements, restrictions, traffic offences, suspensions and/or disqualifications.
Company Report	Identification, credit risk rating, registry date, legal filings including bankruptcy, court judgements and tax liens, management and staff, board of directors, share capital, shareholders, financial accounts and/or payment punctuality.

These checks are provided on a per jurisdiction basis. The scope of check, availability, process requirements and pricing vary according to jurisdiction.

When should I order these checks?

Best practice is to undertake the same checks on all new joiners. You may decide to have screening tiers, for example, screen high risk roles more extensively, but it is important to undertake the same checks irrespective of where the joiner has previously lived. So, if your screening policy requires you to undertake a UK credit and criminal check, you should also undertake these checks in other countries if your new joiner has recently moved from another country to the UK.

How do I place orders for international checks?

Each check has its own instructions. Sometimes an application form will need to be filled in by the candidate. Contact our Client Service Team on +44(0)1234 339 350  or via service@verifile.co.uk to request the check instructions.

When you have filled in the required forms and collected any other information or documents, you can place your international screening order online. Please note this applies only if your user account has ordering of international checks enabled. If not you can email the scanned forms to service@verifile.co.uk. If the instructions ask you to post us original forms or documents, please always tell us by phone or email what you have posted to us and when.

If you have screening packages and our enhanced service level, then we can review your candidates' backgrounds and automatically proceed with or gain approval for international checks. For example, if a candidate has lived in a country for 6 months or more during the last 5 years, then a credit and criminal check will be undertaken in that country. This is one of many service customisations available to you, please contact your Account Manager or our Client Service Team for more information.

What information do I or my candidate need to supply?

The instructions for each check will explain if an application form needs to be filled in and if any other information needs to be provided. Please do follow instructions carefully and encourage your candidates to do the same. Forms must be filled in fully to avoid delays. Simple errors such as candidates adding today's date into a date of birth section can really slow down processing times. All forms, document copies, original documents and other information should be provided together, to us at the same time.

Can I keep the instructions on file so I have them when I need to order the same check again?

Instructions and forms change from time to time because the authorities providing results can change their requirements, and often do so without any advance notice. We advise against keeping instructions and forms on file for this reason. If you do decide to do this, then please be aware that if the form has been replaced by a newer version we will ask you to fill in the newer version as authorities will not normally accept old forms.

How long will results take?

Turnaround times vary significantly between checks, countries and the authorities supplying results. Guide turnaround times can be found on our Product/Price Lists (links are below). These guide times start from when we receive all of the information required to process the checks and not necessarily from when you placed your order.

What results can I expect?

Results are provided via our online client portal. Most results are included within the final report, but some detailed results are provided in attachments that can be downloaded separately. When we receive official certificates from authorities, such as the French criminal certificates, these will be made available to you. Sometimes results are provided to us in other ways such as via online portals. These results are always passed on to you as Verifile reports.

Want to find out more?

To download our product information and pricing lists, please click below:

- [Criminal](#)
- [Credit / Financial](#)

- **Directorships**
- **Identity Verification**
- **Driving Licence**
- **Company Credit Checks**

We can also verify employment, education and professional qualification, plus collect character/professional references from anywhere in the world.

Please contact our Client Service Team on +44(0)1234 339 350  or speak to your Account Manager if you would like any further information.

Verifile International product changes

We would like to bring the following changes to our international product offering to your attention. If you would like us to send you current documentation for any of the checks listed, please request via service@verifile.co.uk.

Gibraltar Credit Check

Gibraltar Police have introduced a new 'Vetting Application Form'. Authorities will no longer accept the old forms. A new instruction and application form is now in place to reflect this change.

Bermuda Criminal Check

Due to unforeseen circumstances the Police vetting office is currently taking longer to complete newly submitted applications. This comes due to finding asbestos in some of fireproof filing cabinets that house Police criminal records. Police are working on a timeline for full restoration of standard service turnaround times and here at Verifile we are monitoring the situation to make sure that all the new applications get processed as quickly as possible, however some delays may be expected.

Costa Rica Criminal Check

Costa Rica Judicial Registry of the Executive Directorate of the Judiciary have slightly changed the application forms and will no longer accept the old forms. The new application forms are now in place to reflect this change..

Austria Credit Checks

We are pleased to announce that we are now able to offer a new Credit check in Austria. This new report will provide a wealth of information:

- Overview
- Creditworthiness Rating
- Negative Events
- Personal Information
- Directorships, Profession, Earning Capacity
- Sociodemographic Data
- Address Changes
- Payments
- Land Registry Information

The new price for this check has had a substantial reduction of £47 with a quicker turnaround time and the reports will be ready in just 1-3 days, which is 10 days faster than previously offered.

Spain Criminal Check

Ministry of Justice is now only accepting the "application form 790" in Spanish. Authorities will no longer accept the English version of this form. A new instruction and application form is now in place to reflect this change.

Cyprus Credit (Bankruptcy) and Directorship Checks

A new instruction is now in place to reflect a change in requirements. Going forward Cyprus ID number or Passport number will be required to run the search.

International news

Below are a selection of international headlines, click the buttons to view the stories in full for your region.

Africa

Nigeria

[Read more](#)

- 58 Fake Universities Operating at the Moment in Nigeria, says National Universities Commission

Asia Pacific

Australia

[Read more](#)

- Labor's Colleen Yates Quits: Scrutiny 'Just Isn't For Me'
- Top Ways Candidates Lie to Secure a Role

Europe

Europe

[Read more](#)

- How Much GDPR Control Do You Really Need?
- Will GDPR Lead to Seismic Shift In How Data Is Managed?
- GDPR Finally Comes into Effect and Will Have an Impact on Serbian, Montenegrin and Bosnian Businesses
- GDPR Insurance: Coverage for Fines Hard to Find but Other Non-Compliance Costs Insurable

France

[Read more](#)

- One Day Before the Entry Into Force Of The GDPR, The French Bill Is Adopted. But Referred to The French Constitutional Council

Turkey

[Read more](#)

- Turkey Announces Details of Data Protection Authority's Organizational Structure

United Kingdom

[Read more](#)

- GDPR After 25 May What Does This Mean For HR?
- Why Childhood Crimes from over 30 Years Ago Show in DBS Checks - Study

- Criminal Record Checks Could Infringe Human Rights, Supreme Court Hears
- What Changes for UK Data Protection Legislation GDPR and the Data Protection Act 2018

North America

Canada

[Read more](#)

- Countdown to Cannabis Legislation Good News for Employers: No Unfettered Right to Use Cannabis at Work
- Employers Decision to Refuse Job to Medical Pot Smoker Upheld
- Good News for Employers: No Unfettered Right to Use Cannabis at Work
- The Legalization of Cannabis: 7 Reasons Why Employers Should Take Notice
- Zero Tolerance for Employee Fired For Smoking Medical Pot On Swing Stage

United States

[Read more](#)

- European Personal Data Compared to U.S. Personal Identifiable Information under the New GDPR
- Asking a Job Applicant Previous Pay May Violate the Equal Pay Act
- More States and Cities Move Ahead of the Courts by Prohibiting the Use of Prior Salary Information in Hiring
- Government Accountability Office (GAO) Asked to Examine Impact of “Ban the Box” Hiring Policy
- Massachusetts’s Attorney General on the Lookout for Prohibited Criminal History Inquiries
- He Was the Perfect Applicant ... Until We Received the Background Check
- Using Credit Histories in Employment Decisions: An Overview of Divergent State & Local Requirements
- Are Criminal Background Checks for Nursing Home Residents Coming?
- New Arizona Laws Address Data Breaches and Hiring Ex-Offenders
- Ninth Circuit Rules CRA Cannot be Held Liable Under FCRA for Customers’ Misuse of Information
- Pennsylvania Governor Wolf Issues Executive Order Attempting to Address Pay Inequality
- St. Louis Bans the Box to Help Ex-Offenders Find County Jobs
- The Spokeo Chronicles: Another Tentative Background Check Win for Kroger Subsidiary
- Vermont Passes First Law to Crack Down on Data Brokers
- Cannabidiol and Drug Tests
- Cannabis Use Across Industries and Occupations: What Can A Business Do?
- Company Fired Employee for Participation in Medication-Assisted Treatment for Drug Addiction, Federal Agency Charged
- Maine’s New Recreational Marijuana Law Permits Employers to Enforce Policies Restricting Use
- Vermont Attorney General Publishes Guide to Marijuana in the Workplace
- Do You Have a Consent Clause in Any of Your Policies or Contracts?

South America

South America

[Read more](#)

- Data Protection Regulation in Latin America and the Impact of the GDPR

