



**Highways England Company Limited**

**Scope**

***Client's* personnel security procedures**

**Annex 04**

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1 CLIENT'S PERSONNEL SECURITY PROCEDURES	
<b>1.1 Mandatory obligations</b>	
1.1.1	The <i>Client</i> is required to adopt the Personnel Security requirements and management arrangements set down in Security Policy 3: Personnel Security of Her Majesty's Government (HMG) Security Policy Framework version 1.1 – May 2018 (see link in <b>Annex 02</b> ) issued by the Cabinet Office as amended from time to time (the "Security Policy Framework").
1.1.2	The Security Policy Framework is available to be downloaded from the Cabinet Office website (see link in <b>Annex 02</b> ). The <i>Consultant</i> familiarises itself with the objectives and principles embodied within the Security Policy Framework, in addition to the mandatory obligations extracted from the Security Policy Framework and set down in this Annex 04.
1.1.3	The <i>Consultant</i> ensures that the appropriate level of Personnel Security is obtained and maintained for all Staff in accordance with the Security Policy Framework.
1.1.4	The <i>Client</i> notifies the <i>Consultant</i> of any revisions to the Personnel Security requirements arising because of subsequent amendments to the Security Policy Framework.
1.1.5	The Cabinet Office Efficiency and Reform Group has introduced security requirements in relation to site admittance, passes and photographs. These requirements are set out in <b>Part Three</b> of this Annex 04 below.
<b>1.2 Security checks – Minimum requirements</b>	
1.2.1	The HMG Baseline Personnel Security Standard (BPSS) forms the minimum-security check requirements for all Staff whose duties include <ul style="list-style-type: none"> <li>• working in the <i>Client's</i> premises, including but not limited to offices, Regional Control Centres (RCC), the National Traffic Control Centre (NTCC) and any outstations owned and/ or operated by the <i>Client</i>;</li> <li>• usage of the <i>Client's</i> Information Systems or</li> <li>• working unsupervised in any other capacity.</li> </ul>
1.2.2	The <i>Client</i> may notify the <i>Consultant</i> of a modification to the categories of Staff requiring BPSS security checks at any time.
1.2.3	The complete Government guidance document for the BPSS is available to be downloaded from the Cabinet Office website (see link in <b>Annex 02</b> ). The BPSS form and summary guidance produced by Highways England is in this Annex 04.
1.2.4	Procedural and other details for ensuring compliance with the BPSS are set down in <b>Part One</b> – BPSS Compliance.
<b>1.3 Security checks – Additional vetting requirement</b>	
1.3.1	Where Staff require unrestricted access to the <i>Client</i> areas identified in <b>Part Two</b> of this Annex 04, the <i>Client</i> notifies the <i>Consultant</i> of the appropriate level of National Security Vetting (NSV) to be carried out.

1.3.2	The <i>Client</i> notifies the Security Team via email (see link in <b>Annex 02</b> ) that the applicant requires NSV to be carried out.
1.3.3	Procedural and other details for ensuring compliance with NSV are set down in <b>Part Two</b> - National Security Vetting (NSV) of this Annex 04.
<b>2 PART ONE – BPSS COMPLIANCE</b>	
<b>2.1 Procedures</b>	
2.1.1	The <i>Consultant</i> undertakes security checks to ensure the confidentiality, integrity and availability of the <i>Client's</i> asset (documents and/ or information).
2.1.2	The recruitment controls of the BPSS are required to have been carried out for all Staff to whom paragraph 1.2.1 above applies prior to their employment on this contract. The recruitment control process is completed satisfactorily before an individual <ul style="list-style-type: none"> <li>• is issued with a security pass giving unrestricted access to the <i>Client's</i> premises;</li> <li>• potentially has access to the <i>Client's</i> sensitive, possibly protectively-marked, information; or</li> <li>• is given access to the <i>Client's</i> IT network.</li> </ul>
2.1.3	The <i>Consultant</i> takes all necessary measures to confirm that any previous security checking carried out on existing Staff meets the requirements of the BPSS, either in full or by exception using the risk management assessment process guidance contained in the Security Policy Framework.
2.1.4	For existing Staff with more than 3 years continuous employment and who have not had any access passes or permits revoked in that time, the requirements for references in the BPSS security check can be deemed to be discharged by a letter from a Director or Head of Personnel of the <i>Consultant</i> certifying the same.
2.1.5	The <i>Consultant</i> rectifies any unacceptable gaps identified between the BPSS and existing security checking in accordance with the requirements of the BPSS.
2.1.6	Any new Staff to whom paragraph 1.2.1 applies are assessed strictly in accordance with the requirements of the BPSS.
2.1.7	The <i>Consultant</i> keeps full and auditable records of all security checks carried out on the Staff and makes such records available to the <i>Client</i> or its appointed representatives for audit purposes at all reasonable times.
2.1.8	If <ul style="list-style-type: none"> <li>• the <i>Client</i> discovers any non-compliance with the requirements of the BPSS from the audit process;</li> <li>• the <i>Consultant</i> fails to keep full records of security checks carried out on Staff; or</li> <li>• the <i>Consultant</i> fails to make such records available on reasonable request;</li> </ul> The <i>Client</i> may

	<ul style="list-style-type: none"> <li>• invoke individual withdrawal of permits or passes to Staff;</li> <li>• invoke systematic withdrawal of permit or passes to Staff; or</li> <li>• require that an independent audit of the <i>Consultant's</i> BPSS security check procedure is undertaken at the expense of the <i>Consultant</i>.</li> <li>• the <i>Consultant</i> takes the appropriate action to immediately address any non-compliance with the BPSS notified to it by the <i>Client</i>.</li> </ul>
2.1.9	It should be noted that the BPSS does not constitute a formal security clearance. It is designed to provide a level of assurance as to the trustworthiness, integrity and reliability of the individual involved.
<b>2.2 Security check process for BPSS</b>	
2.2.1	The security check process of the BPSS below follows the guidance provided in the HMG Baseline Personnel Security Standard May 2018 (see link in <b>Annex 02</b> ).
2.2.2	<p>The BPSS comprises verification of four main elements</p> <ul style="list-style-type: none"> <li>• Identity;</li> <li>• Nationality and immigration status (including an entitlement to undertake the work in question);</li> <li>• Employment history (past 3 years); and</li> <li>• Criminal record (unspent convictions only).</li> </ul> <p>Additionally, prospective Staff are required to give a reasonable account of any significant periods (6 months or more in the past 3 years) of time spent abroad.</p>
2.2.3	The specific requirements for verification of each of the four main elements are set down in Part II - The Verification Process of the HMG Baseline Personnel Security Standard (BPSS) (see link in <b>Annex 02</b> ). An outline description of the core requirements is included below but does not relieve the <i>Consultant</i> from its obligation to comply with all the requirements of the HMG BPSS.
2.2.4	<p>Information collected at each stage of the process is reviewed, assessed and recorded in line with the forms contained in Appendix A below. These forms will cover</p> <ul style="list-style-type: none"> <li>• Verification record;</li> <li>• Nationality and Immigration Status Form;</li> <li>• UK Home Office's Employer Checking Service;</li> <li>• Employment History Report Form;</li> <li>• Her Majesty's Revenue &amp; Customs (HMRC) Record Check Form; and</li> <li>• Criminal Record Declaration.</li> </ul>
<b>2.3 Verification of identity – Outline requirements</b>	
2.3.1	Identity may be verified by physically checking a range of appropriate documentation (e.g. passport or other photo ID together with utility bills, bank statements etc.) or by means of a commercially available ID verification service.

2.3.2	Only original documents should be used for identification purposes, copies are not appropriate. Electronic signatures should be verified by cross checking to a specimen signature provided by the individual.
2.3.3	There is no definitive list of identifying documents. The <i>Consultant</i> should note that not all documents listed in the BPSS are of equal value. The objective is a document that is issued by a trustworthy and reliable source, is difficult to forge, has been dated and is current, contains the owner's name, photograph and signature and itself requires some evidence of identity before being issued (e.g. passport or ID card).
2.3.4	National Insurance Numbers (NINOs) can be obtained fraudulently and cannot be relied on as a sole means of establishing identity or right to work. Temporary numbers beginning with TN or ending in a letter from E to Z inclusive are not acceptable.
2.3.5	Where verification of identity is not straightforward, but a decision is nevertheless taken to employ an individual, the <i>Consultant</i> notifies the <i>Client</i> .
<b>2.4</b>	<b>Nationality and immigration status (including an entitlement to undertake the work in question) – Outline requirements</b>
2.4.1	Nationality and Immigration Status may be verified by physically checking appropriate documentation or, in exceptional circumstances only, by means of an independent check of UK Visas and Immigration records.
2.4.2	The <i>Consultant</i> takes the necessary steps to ensure that an individual has the right to remain in the United Kingdom and undertake the work in question.
2.4.3	Checks need to be applied consistently and the <i>Consultant</i> needs to be aware of its obligations under the Equality Act 2010 (see link in <b>Annex 02</b> ).
<b>2.5</b>	<b>Employment history (past 3 years) – Outline requirements</b>
2.5.1	Employment history may be verified by checking with previous clients, by following up references or by means of commercially available CV checking service or, in exceptional circumstances only, by means of an independent check of HMRC records.
2.5.2	To ensure that prospective employees are not concealing associations or gaps, the <i>Consultant</i> as a minimum verifies the individual's recent (past 3 years) employment or academic history.
2.5.3	Where there are unresolved gaps or doubts remain about an individual's employment history, an independent check of HMRC records may be made.
2.5.4	Every effort should be made to check that the individual has held the previous employment history claimed. Any gaps in the past 3 years employment history should be investigated.

<b>2.6 Criminal record (unspent convictions only) – Outline requirements</b>	
2.6.1	The requirement to verify “unspent” convictions does not apply when the BPSS is being carried out as part of the groundwork for NSV, where a full check of criminal records (“spent” and “unspent”) are made as part of that process.
2.6.2	Under the terms of the Rehabilitation of Offender Act 1974 (see link in <b>Annex 02</b> ), it is reasonable for employers to ask individuals for details of any “unspent” criminal convictions. The Act states that if an offender remains free of further convictions for a specified period (the “rehabilitation period”), the conviction becomes spent. Where rehabilitation has taken place, the individual must be treated as if the offence had never been committed.
2.6.3	The <i>Consultant’s</i> attention is drawn to the basic disclosure certificate check option available from Disclosure and Barring Service (see link in <b>Annex 02</b> ).
2.6.4	Where “unspent” convictions have been disclosed, the <i>Consultant</i> carries out a risk assessment, which may include the need for legal advice, before proceeding.
<b>2.7 Approval for employment</b>	
2.7.1	General guidance and requirements post BPSS verification are contained in Part IV – Post Verification Process of the HMG BPSS (see link in <b>Annex 02</b> ). An outline description of the core requirements is included below but does not relieve the <i>Consultant</i> from its obligation to comply with all the requirements of the BPSS.
2.7.2	Subject to paragraph 2.7.3 below and unless advised to the contrary by the <i>Client</i> , all Staff for whom a completed BPSS Verification Record has been submitted may be treated by the <i>Consultant</i> as suitable to undertake the duties referred to in paragraph 1.2.1 above.
2.7.3	The <i>Client</i> ordinarily requires a period of 3 working days from receipt of a fully completed BPSS security check for its internal approvals process and prior to the subsequent issue of access permits and passes. The <i>Client</i> may exclude from the working areas any individual for whom a BPSS Verification Record is not supplied, is incomplete or is otherwise unsatisfactory.
2.7.4	BPSS Verification Records with a sealed Criminal Record Declaration are assessed separately on a case by case basis by the <i>Client</i> . The <i>Client</i> advises the <i>Consultant</i> if the individual has been approved as suitable to undertake all or any of the duties referred to in paragraph 1.2.1 above.
<b>2.8 Incomplete or unsatisfactory BPSS verification records</b>	
2.8.1	Where a BPSS is incomplete or is otherwise unsatisfactory, the <i>Client</i> advises the <i>Consultant</i> of the deficiencies and the actions needed to correct them.
2.8.2	The <i>Client</i> contacts the Security Team (see link in <b>Annex 02</b> ) to address any actions needed as a result of an incomplete or otherwise unsatisfactory BPSS check.

<b>2.9 Renewal of the BPSS</b>	
2.9.1	Under most circumstances, renewal of the BPSS is not required.
2.9.2	The <i>Consultant</i> rechecks the immigration status of migrant Staff before their current right to remain expires or within 12 months of the previous check, whichever is the sooner. These checks are repeated until the employee can demonstrate an indefinite right to remain in the United Kingdom or until the employment comes to an end.
2.9.3	The <i>Client</i> instructs the <i>Consultant</i> to carry out additional security checks on any Staff required to operate in or on a <a href="#">List X</a> site (see link in <b>Annex 02</b> ).
2.9.4	If an employee, who has previously been subject of a BPSS security check, leaves the employment of the <i>Consultant</i> and is subsequently re-employed by the <i>Consultant</i> within twelve months, the original security check authorisation may be reinstated. The <i>Client</i> may require additional evidence before reinstating the original security check authorisation. In all other cases of re-employment, the full BPSS security check has to be carried out.
<b>2.10 Ongoing personnel security management (“aftercare”)</b>	
2.10.1	The <i>Consultant</i> monitors, manages and supports the required behaviours of Staff who are approved for work on this contract in line with the principles contained in the Security Policy Framework and reports to the <i>Client</i> immediately if the continuing suitability of an employee is in doubt.
2.10.2	Where the <i>Consultant</i> reports a case of doubt or the <i>Client</i> considers that the actions of any of the Staff do not conform to the required behaviours, the <i>Client</i> may instruct the <i>Consultant</i> to review the performance of the individual concerned. The <i>Consultant</i> takes appropriate action in consequence of the review, which may include <ul style="list-style-type: none"> <li>• Performance improvement;</li> <li>• Temporary suspension of permits and passes; or</li> <li>• Removal of the individual in accordance with the core clause 21.3 of the NEC4 Professional Service Short Contract (PSSC).</li> </ul>
<b>2.11 Retention of documentation</b>	
2.11.1	The documentation associated with the BPSS security check is retained by the <i>Consultant</i> until the expiry of the Contract Period and for a period of twelve months after the individual has ceased to be employed on this contract.
2.11.2	The <i>Consultant</i> destroys, in an appropriate secure manner, all electronic and paper copies of documentation which it is no longer required to retain.
<b>3 PART TWO – NATIONAL SECURITY VETTING (NSV)</b>	
<b>3.1 Procedures</b>	
3.1.1	In all cases, verification of identity and the individual’s entitlement to undertake the work in question has to be carried out before embarking on NSV.

3.1.2	Other than in exceptional circumstances, NSV cannot be undertaken before the BPSS's full controls have been applied. The <i>Consultant</i> agrees with the <i>Client</i> , on a case by case basis, any exceptional cases where NSV and BPSS procedures are required to be carried out in parallel.
3.1.3	The <i>Client</i> determines if any Staff need to undertake NSV in addition to the BPSS security check.
3.1.4	If the <i>Client</i> considers that NSV is required, the <i>Client</i> identifies, manages and undertakes the necessary vetting at the <i>Client's</i> expense.
3.1.5	Where the <i>Client</i> determines that NSV is required, the approvals process set out in section 10 does not apply, unless the <i>Client</i> instructs otherwise. Access permits and passes are ordinarily only issued on satisfactory completion of NSV.
<b>4 PART THREE – CABINET OFFICE EFFICIENCY AND REFORM GROUP REQUIREMENTS</b>	
<b>4.1 Site admittance</b>	
4.1.1	The <i>Consultant</i> submits to the <i>Client</i> details of people who are to be employed by it and its subcontractors. The details include a list of names and addresses, the capacities in which employed, and other information required by the <i>Client</i> .
4.1.2	The <i>Client</i> may instruct the <i>Consultant</i> to take measures to prevent unauthorised persons being admitted on to the site. The instruction is a compensation event if the measures are additional to those required by the Scope.
<b>4.2 Passes</b>	
4.2.1	If required, employees of the <i>Consultant</i> and its subcontractors are to carry a <i>Client's</i> pass.
4.2.2	The <i>Consultant</i> submits to the <i>Client</i> for acceptance a list of the names of the people for whom passes are required. The <i>Client</i> issues the passes to the <i>Consultant</i> . Each pass is returned to the <i>Client</i> when the employee no longer requires access or after the <i>Client</i> has given notice that the employee is not to be admitted.
<b>4.3 Photographs</b>	
4.3.1	The <i>Consultant</i> does not take photographs of the <i>service</i> or any part of them unless it has obtained the acceptance of the <i>Client</i> .
4.3.2	The <i>Consultant</i> takes the measures needed to prevent it and its subcontractors' Staff taking, publishing or otherwise circulating such photographs.
<b>5 BASELINE PERSONNEL SECURITY STANDARD (BPSS) CHECK</b>	
<b>5.1 Introduction</b>	
5.1.1	Unless advised otherwise it is the <i>Client's</i> hiring manager who completes a Baseline Personnel Security Standard (BPSS) check. The <i>Client's</i> hiring manager is a Highways England employee and is usually the <i>Client</i> . Therefore, all <i>Consultants</i>

	working on Highways England's premises or with its technology, should be BPSS approved before they begin working for the <i>Client</i> . The BPSS form and guidance have been produced to assist the <i>Client's</i> hiring managers undertaking checks and to ensure their checks meets the Cabinet Office's standards set out in the Security Policy Framework (SPF) May 2018 and the HMG Baseline Personnel Security Standard v6.0 – May 2018 (and any subsequent amended versions).
5.1.2	The BPSS form and guidance notes are in Appendix A to Annex 4 of the Scope.

## APPENDIX A - BASELINE PERSONNEL SECURITY STANDARD (BPSS) FORM AND GUIDANCE



### Baseline Personnel Security Standard Check

#### Introduction

Unless advised otherwise it is the *Client's* hiring manager who completes a Baseline Personnel Security Standard (BPSS) check. The *Client's* hiring manager is a Highways England employee and is usually the *Client*. Therefore, all *Consultants*, working on Highways England's premises or with its technology, should be BPSS approved before they begin working for the *Client*. This form has been produced to assist the *Client's* hiring managers undertaking checks and to ensure their checks meet the Cabinet Office standards set out in the Security Policy Framework (SPF) May 2018 (see link in **Annex 02**) and the HMG Baseline Personnel Security Standard v6.0 – May 2018 (and any subsequent amended versions) (see link in **Annex 02**).

This document contains the BPSS form and guidance notes to assist with the form completion.

Please read the guidance notes fully before starting to complete this form.

This document is split into:

#### BPSS Form sections:

1. Applicant details and identity verification
2. Nationality and right to work
3. Employment history and personal references
4. Criminal records check
5. Declarations

#### Guidance notes:

Annex A: General notes

Annex B: Identity verification

Annex C: Nationality and right to work

Annex D: European Economic Area (EEA) countries

Annex E: Employment history and personal references

Annex F: Personal reference template

Please note that if the applicant only requires external email access to Highways England's computer systems (known as ZZ account) then please complete sections 1, 2, 3 and 5 only. The *Client's* hiring manager sends the form to [ITSecurityAdvice@highwaysengland.co.uk](mailto:ITSecurityAdvice@highwaysengland.co.uk). A criminal records check is not required for ZZ accounts.

If the applicant already has BPSS approval from their current employer, they are not required to complete another check. It does not matter how long ago the approval was given or whether there has been a period when they didn't work for their current employer. If the *Client's* hiring manager is informed of this by the *Consultant*, the *Client's* hiring manager needs to email the [Security Team](#) who will check the applicant's details against their records for existing BPSS approvals.

If assistance is required to complete this form, the *Client's* hiring manager should contact the Security Team via email on [SecurityTeam@highwaysengland.co.uk](mailto:SecurityTeam@highwaysengland.co.uk).

# BPSS FORM

## SECTION 1 - Application details and identity verification

### 1.1 *Client's* hiring manager details

Hiring manager's name:	
Company location:	
Telephone number:	

### 1.2 Applicant details

Applicant's name:	
Gender:	Male / female (please delete as appropriate)
Current home address:	
Contact telephone number:	
Prospective Highways England place of work:	
Prospective start date:	
Position:	<i>Consultant</i>

### 1.3 Identity verification (for the *Client's* hiring manager)

The applicant presents the *Client's* hiring manager with appropriate documentation to prove their identity. Annex B – Identity verification provides details of which documents are acceptable and general guidance on this section. Generally, one document which contains a photo or 2 documents without photos are sufficient.

Please note the document(s) you have seen below:

Document type:		Date of issue:	
Country of issue:		Date of expiry:	

Document type:		Date of issue:	
Country of issue:		Date of expiry:	

(please replicate table for each document taken as required)

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## SECTION 2 - Nationality and right to work

### 2.1 Applicant's details

Nationality (list all):

Are you subject to immigration control? Yes/no (please delete)

If yes, please specify:

Are there any restrictions on your continued residence in the UK? Yes/no (please delete)

If yes, please specify:

Are there any restrictions on your continued freedom to take employment in the UK? Yes/no (please delete)

If yes, please specify:

Are you subject to the EU Settlement Scheme? Yes/ no (please delete)

If yes, please specify your status under the scheme and provide your EU Settlement Status verification code for employers:

Settled status/ Pre-settled status (please delete)

Verification code:

### 2.2 Nationality verification (for *Client's* hiring managers)

The applicant has to provide you with appropriate documentation to prove they have the 'right to work' in the UK. The list of acceptable documents is provided by UK Visas and Immigration accessible [here](#).

You have to follow their 3-step guide accessible [here](#).

Annex C below contains general guidance on this section.

Annex D below contains a list of European Economic Area (EEA) countries whose citizens have a 'right to work' in the UK.

Please note the document(s) you have seen below:

Document:	
Date of issue:	
Review date (if applicable):	

(please replicate table for each document taken as required)

### SECTION 3 – Employment and academic history and references

#### 3.1 Applicant's employment history (past 3 years)

Please provide details of all the companies or educational organisations you have worked for or studied at in the last 3 years (whether in the UK or overseas). You need to provide references from these employers and educational organisations:

Company name:	
Company address:	
Contact name:	
Period of employment:	

Company name:	
Company address:	
Contact name:	
Period of employment:	

Company name:	
Company address:	
Contact name:	
Period of employment:	

(please replicate table as required)

### 3.2 Gaps in applicant's employment history

Please describe any gaps in your employment including time spent in full-time education, any foreign travel or periods of unemployment within the past 3 years:

### 3.3 Employment verification (for *Client's* hiring managers)

You need to obtain confirmation from all the companies listed, as well as letters from schools/ academic institutions and passport visas to confirm overseas travel. Annex E below provides guidance on this section.

#### Please answer the 3 sections below:

- a) Please confirm that you have verified employment with all the companies listed:  
Yes/no (please delete)

If no, please explain why this was not possible:

- b) Please confirm the documents you have seen which verify any gaps in employment:

Document:	
Date of issue:	

(please replicate table as required)

- c) If you have obtained a personal reference, please record the referee's details below:

Referee:	
Relationship to applicant:	
Address:	

## SECTION 4 - Criminal record check

### 4.1 Information for applicants

The *Client* requires a criminal record check to confirm if you have any unspent convictions. You do not need to tell us about any spent convictions.

A basic Disclosure and Barring Service (DBS) check is the criminal record check available for people living or working in England and Wales. If you have been living or working in Scotland or Northern Ireland for over 6 months in the last 3 years, another criminal record check is applied for. Full details on how to apply can be found [here](#).

Once you have applied, please keep a copy of the reference number to provide to your hiring manager.

Further details on what information is included on each certificate are on the relevant website.

It is helpful to tell your hiring manager about offences that are shown on your certificate, before your certificate arrives.

### 4.2 Criminal records check verification (for *Client's* hiring managers)

The applicant has to provide the *Client's* hiring manager with either:

- evidence that the application for the certificate has been submitted (e.g. reference number or screen shot); or
- a recent (issued within 3 months) original criminal records certificate; or
- an older original certificate if the applicant still works for the same employer and the check was carried out as part of their employment.

Please note the document you have seen below:

Document:	
Date of issue:	

(please replicate table as required)

If the application has only just been made, hiring managers need to make sure they review the certificate when it arrives. If hiring managers are unsure about any of the details shown on the certificate, please contact the [Security team](#).

An overseas criminal record certificate is required if the applicant has been outside of the UK for a period of 6 months or over in the last 3 years. The [Security team](#) can provide guidance on how to obtain these certificates.

## SECTION 5 - Declarations

### 5.1 Applicant's declaration:

I declare that the information I have given on this form is true and complete. In addition, I understand that any false information or deliberate omission in the information I have given on this form may prevent me from working with the *Client*. I will notify the hiring manager of any material changes to the information I have provided.

Name:	
Signature:	
Date:	

### 5.2 Client's hiring manager's declaration:

I certify that in accordance with the requirements of the BPSS, I have examined the documents listed on this form and can confirm that the applicant has satisfied the requirements in all sections.

I have made available to the applicant the appropriate privacy notice (see Guidance Notes - Annex A below), which informs the applicant as to their statutory rights under the Data Protection Act 2018 and General Data Protection Regulation.

Name:	
Signature:	
Date:	

# GUIDANCE NOTES

## Annex A

### General notes

- The *Client's* hiring manager has to see original documents, copies are not acceptable.
- At all times, the *Client's* hiring manager needs to check that birth dates, signatures and photos match the individual and across documents presented. If any discrepancies are found, please contact the [Security team](#) for advice.
- The *Client's* hiring manager has to comply with the Data Protection Acts and General Data Protection Regulation (GDPR), therefore
  - remember to delete any electronic versions of this form/ personal documents and securely destroy paper copies of documents when they are no longer relevant. UK Visas and Immigration provides advice on how long to keep copies of nationality and right to work documents [here](#) and
  - issue the applicant with the latest [Highways England BPSS Privacy Notice document](#).
- Once the applicant starts work, the *Client's* hiring manager needs to email the [Facilities helpdesk](#) to request that the applicant's photo is taken for their *Client's* premises pass and an induction to the relevant premises is undertaken.
- If the *Client's* hiring manager is not located in the same premises as the applicant, the *Client's* hiring manager needs to make sure there is someone available to greet the applicant at reception and undertake a new starter induction. The *Client's* hiring manager needs to make sure that reception is aware of the date the applicant is starting work.

If the *Client's* hiring manager has any questions regarding this form or the BPSS check itself, the [Security team](#) can be contacted for assistance. If the *Client's* hiring manager would prefer to speak to someone, please state this in your email and a member of the Security team will call you as soon as they can.

## Annex B

### Applicant details and identity verification

Generally, one document which contains a photo or two documents without photos provides adequate proof of identity. However not all documents are of equal value; listed below are some examples of documents that are from reliable sources, are difficult to forge and are dated. Documents with an expiration date have to be current and all others should have been issued within the last 6 months.

#### Good examples of identity documents that contain a photo are:

- Current UK photo-card driving licence and
- Current passport.

If the applicant is a citizen of the United Kingdom, Switzerland or one of the European Economic Area countries (see Annex D), their passport can also be used as proof of their 'right to work'. This means that no additional documentation is required to prove nationality.

Following the UK leaving the EU on 31<sup>st</sup> January 2020, there will be no change to the rights of EEA nationals until the end of the planned implementation period on 30 June 2021.

EEA nationals who receive settled or pre-settled status under the [EU settlement scheme](#) have the right to work in the UK.

#### Good examples of identity documents without photos include:

- Birth, adoption or gender recognition certificate,
- Marriage licence, divorce (decree absolute) or annulment papers,
- Current full UK driving licence (old 'paper' version),
- A recent utility bill (issued within the last 6 months),
- A council tax bill (valid for the current year period),
- Bank, building society or credit union statement (issued within the last 6 months) or passbook containing the applicant's current address,
- Current benefit book or card or original notification letter from the DWP confirming the right to benefit (these documents are not required to be dated within the last 6 months) and
- Police registration document or HM Forces identity card.

This is not an exhaustive list and if none of these documents are available, please contact the [Security team](#) for further advice.

#### What to look for when examining documents:

- The documents shown to you have to be the original documents. If you are unsure, consider comparing them to other examples you may have to hand if applicable. Otherwise please consult Her Majesty's Passport Office guidance for checking UK Passports [here](#),
- Examine the documents for alterations or signs that the photograph and signature have been removed and replaced,
- Check that any signature on the documents tallies with other examples in your possession. If you're unsure, ask the applicant to sign something in your presence,
- Check that details given on the documents corresponds with what you already know about the individual and

- Check the date of issue on each document. If all documents are newly issued and there are only minimal references available which do not cover the last three years' employment records, please contact the [Security team](#) for more advice.

If you have any doubts about the documents you have been given, please contact the [Security team](#), before discussing your concerns with the applicant.

### **Young Applicants**

It can be difficult for young applicants to supply most of the documents listed above. If this appears to be a genuine problem, ask the applicant to supply a passport-sized photo, endorsed on the back with the signature of someone of standing in the applicant's community, e.g. a justice of the peace, doctor, member of the clergy, teacher etc. The signatory should have known the applicant for a minimum of three years.

The photo has to be accompanied by a signed statement from the signatory giving their full name, address and phone number and confirming the period they have known the applicant.

**Annex C**

## **Nationality and right to work**

The current advice from UK Visas and Immigration on nationality and right to work in the UK is available on their [website](#).

In addition, please note:

- The *Client's* hiring manager has to be satisfied that each document produced relates to the applicant, and you will need to check that all documents contain the same date of birth, photo and the applicant's appearance looks the same across documents presented,
- It is not necessary to send copies of these documents to the Security team. However, if the *Client's* hiring manager is unsure or unfamiliar with the documents it has been given, the Security team are available to advise further. Please email the [Security team](#) in the first instance and, if required, the *Client's* hiring manager will be asked to scan the relevant parts of the documents in question and send it to the team for their review.
- The UK Visas and Immigration website provides advice on how long to keep copies of nationality and right to work documents [here](#).

**Annex D**

## **European Economic Area (EEA) Countries**

Citizens of the United Kingdom, Switzerland or one of the following European Economic Area (EEA) countries, have the right to work in the UK. Further information is available [here](#).

Following the UK leaving the EU on 31<sup>st</sup> January 2020, there will be no change to the rights of EEA nationals until the end of the planned implementation period on 30 June 2021. EU nationals will continue to be able to use the documents listed in this section as proof of their right to live and work in the UK until the end of the planned implementation period.

EU nationals who receive settled or pre-settled status under the EU settlement scheme have the right to work in the UK.

- Austria
- Belgium
- Bulgaria
- Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Iceland
- Ireland
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Norway
- Poland
- Portugal
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden

## Annex E

### Employment history and personal references

- All employment history should be confirmed with previous employers, including overseas appointments (where the applicant was abroad for over 6 months).
- Where an individual is or was self-employed, references can be obtained from previous clients and companies the individual has provided services or works to acting as a consultant or contractor. The *Client's* hiring manager should treat each case on its own merits and, where required, may request further evidence in the form of HMRC tax returns, accountant's certified company accounts or use the process for personal references below.
- A template to send to previous employers and personal referees can be found in Annex F below. However most companies will now only provide official confirmation of when an individual worked for them (on letter headed paper). This is acceptable.
- Reasonable steps should be taken to ensure that the reference is genuine. References that are handwritten, not on letter headed paper, contain spelling or grammatical errors or is just not convincing for any reason, should be followed up directly with the individual(s) providing the reference.
- If the applicant has been unemployed, or its previous employer is no longer in business, a personal reference can be obtained instead (see below). This is not necessary if the period involved is less than 6 months long.
- If the applicant has only worked for one organisation in the last 3 years, then one reference from this company is sufficient.
- Where an applicant has been in full time education during the period, confirmation of this has to be obtained from the relevant school or other academic institution.
- Where an applicant has been overseas during the last 3 years, it is sufficient to see the entry visa for the country stated (this only applies to citizens which do not hold an EEA passport or EU settlement status). Some countries no longer issue exit visas.
- Where a young person has difficulty in providing both evidence of identity and adequate referee coverage, it may be appropriate to obtain both from the same referee.

#### Personal references

- Personal references are acceptable when no other reference is available. In the event of prolonged unemployment lasting 3 years or more, one personal reference covering a period of 3 years is required. Family members (including in-laws) are not suitable for references.
- The applicant should provide the details of someone of professional standing (e.g. solicitor, civil servant, teacher, accountant, bank manager, doctor, officer of the armed forces) who has sufficient knowledge of the applicant to provide a

considered reference. If the applicant is unable to nominate such a person, then references should be obtained from personal acquaintances. Personal acquaintances cannot provide references if they are involved in any financial arrangements with the applicant.

**Annex F**

**Personal reference template**

*[The Client's hiring manager can use this template to send to both previous employers and personal referees. The hiring manager will need to include a covering letter, explaining that they are requesting this information in relation to the applicant's proposed role working for or with the Client.]*

Dear .....

**SUBJECT:** *[insert applicant's name]*

1. Over what period have you known the subject and in what capacity?

Date from:		Date to:	
Capacity:			

2. Are you related to the subject? If so, please state your relationship.

3. Are you involved in any financial arrangements with the subject?

YES/ NO (please delete)

4. Do you believe the subject to be honest, conscientious and discreet?

***I declare that the information I have given on this form is true to the best of my knowledge.***

Name:	
Signature:	
Date:	
Address:	
Telephone number:	
Email address:	