

**OFFICIAL SENSITIVE (WHEN COMPLETED)
CHANGE OF PERSONAL CIRCUMSTANCES – GUIDANCE NOTES**

WHAT CONSTITUTES A CHANGE OF CIRCUMSTANCES

Vetting is a snapshot in time. It reflects the information provided by both your organisation and the applicant at the point of assessment. Based on this, we conduct a risk evaluation to determine whether vetting can be granted or declined.

However, circumstances can change after vetting is granted. To ensure the integrity of the vetting decision and compliance with the Data Protection Act, it is essential that any relevant changes in an applicant's circumstances are reported to us. This allows us to reassess the risk and maintain accurate, up-to-date records.

A change of circumstances form is required for the below changes (this is not an exhaustive list and if you query whether something should be declared, best practice would be to make us aware)

Please note: The level of clearance an applicant holds determines what constitutes a reportable change.

✓ = reportable

✗ = not typically reportable unless exceptional circumstances apply

Change Type	NPPV 1	NPPV 2 Abbreviated	NPPV 2 Full & NPPV 3
Change of name	✓	✓	✓
Change of address	✓	✓	✓
Divorce / separation / marriage	✗ Unless name changes	✓	✓
New partner	✗	✓	✓
New co resident	✗	✓	✓
Children over 10 years of age (not initially declared) including your own, partners, siblings, and co residents	✗	✓	✓

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Financial changes*	✘	✘	✔
Security changes / Police involvement**	✔	✔	✔

FINANCIAL CHANGES*

- Receiving more than £5,000 in a year, not part of a salary
- Bankruptcy order
- Loan terminated by bank or building society
- Credit/store/charge card withdrawn or notification a card account has been defaulted
- CCJ, Sherrif's Court or Court of Session Judgement
- Voluntary agreement registered with any of those listed in the above point
- Attachment of earnings
- Repossession proceedings
- Individual Voluntary Arrangement (IVA), Debt Referral Order or Debt Management programme

If **yes** to any of the above, please provide details including how many times it has occurred since your last NPPV application, security review, or change of circumstances form was completed.

SECURITY CHANGES**

- Been the subject of an investigation, arrested, summonsed, charged with, caution for or convicted of any offence by any UK or non-UK police force, law enforcement agency or other statutory prosecuting authority/agency.
- Committed traffic offences (including fixed penalty notices, other than for parking).
- Received an absolute or conditional discharge or binding over order.
- Received a reprimand, warning, final warning or caution, or any restorative justice disposal.
- Been the subject of an anti-social behaviour order, any measures introduced by the Anti-Social Behaviour, Crime and Policing Act 2014, such as a criminal behaviour order, civil injunction, football spectator banning order, or any Sexual Offences Act 2003 harassment order.
- Been issued with a fixed penalty notice for disorder or other fixed penalty notice (other than for parking).
- Any involvement with the military authorities on disciplinary matters (whether involving court martial or not).
- Involvement in a criminal investigation (e.g. if you have been asked questions by a police officer or special constable about an alleged incident. This may or may not have involved you being arrested; the investigation may or not have resulted in any formal action being taken, but it is likely the police will have recorded the details). This may or may not have led to a formal prosecution.



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- Any involvement in disciplinary procedures or misconduct proceedings in your current or any previous roles (whether as a paid employee or as a volunteer).
- Been included on the “Police Barred List” or “Police Advisory List”.
- Been involved in actions that could be described as politically, religiously, racially or environmentally disruptive.
- Associate with any person(s), including family members, who you know or have reason to believe has criminal convictions, or is engaged in criminal activities. An association would include communicating via phone, social media and other forms of communication, not just in person.
- Any other circumstance, characteristics or conditions with the potential to render you susceptible to pressure or improper influence, such as misuse of controlled or prescription drugs, financial difficulties, gambling or other addiction.
- Been the subject of vetting, regardless of outcome, for the Police Force, Home Office, Armed Forces or access to Government assets.

Please note: Being a victim of a crime does **not** need to be reported. However, if the applicant is a victim of blackmail and has paid money as a result, this **must** be reported. This also applies to any associates or co-residents involved in such incidents.

If **yes** to any of the above, please provide details including the incident or offence, sentence or punishment, sentencing authority, and relevant dates.

If **yes** to any of the above regarding **associates**, please provide details including their name, relationship to you, address, date of birth (if known), reason for nomination, closeness of connection, and how often you associate (e.g. daily, weekly, monthly, or number of times per year if less than monthly).

If **yes** to being vetted outside of your current clearance with Warwickshire Police, please provide the clearance type, organisation, date, and reason for vetting.

HOW TO SUBMIT A CHANGE OF CIRCUMSTANCES

If you are the **applicant**, please liaise with your company sponsor as they can generate a change of circumstances form for you to complete and submit to us, via their portal.

If you are the **company sponsor**, guidance on how to generate a change of circumstances form on behalf of your applicant can be found in the [Self-service Guide](#).

Please note: If the applicant holds Security Check (SC) or Counter Terrorist Check (CTC) clearance alongside their NPPV clearance, any change in their personal circumstances must be reported to NSVS separately. To do this, the applicant must visit the NSVS home page, locate the *submit a change of personal circumstances* option (above the *sign in* section) and complete the form with the updated details.