

# Police National Contractors Vetting Scheme

## Our services



On behalf of all UK Police Forces by  
Warwickshire Police



## What we do

Warwickshire Police are proud to provide, on behalf of all police forces in England, Wales, Scotland and Northern Ireland the service to vet all non-police national contractors, including annual reviews.

This means any individual who has access to police sites, assets, data and/or systems must hold vetting clearance issued by our service.

Vetting is vital to ensure that public confidence is not affected by an individual who is employed by or works on behalf of a police force. Vetting will also reduce the risk of dishonest or corrupt practices to support the integrity of member organisations.

## Our promise to you

The vetting of all police national contractors will be conducted at a level appropriate to the requirements of the College of Policing Vetting Code of Practice.

We will make inquiries with a range of agencies to access intelligence which will enable us to make an informed decision as to the level of risk associated with the application.



**College of  
Policing**



## Our services

### Non-Police Personnel Vetting (NPPV)

Assesses the honesty, integrity, reliability, and the overall suitability for clearance of anyone other than police officers, police staff and members of the special constabulary, who have unsupervised physical or remote access to any of the following:

- Police premises
- Information and intelligence
- Financial or operational assets
- Corporate databases
- Data networks or hard copy material



### NPPV2

This level of vetting is applicable to non-police personnel with access to police premises and or systems.

### NPPV3

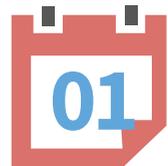
This level of vetting grants the applicant to have unsupervised, unrestricted access to police premises and systems and could include those working in areas where the police roles have been identified as designated posts. NPPV3 allows access to classified police material or information up to SECRET and occasional access to TOP SECRET.

## Security clearance

This is required for individuals who are to be appointed to posts which require long-term, frequent and uncontrolled access to government assets marked SECRET. Please note the level of vetting provided will be to the standard set out in the Vetting Code of Practice.

### This is also required for individuals who:

- While not in such posts, will be in a position to directly or indirectly bring about the same degree of damage
- Will have sufficient knowledge to obtain a comprehensive picture of a 'secret' plan, policy or project
- Are being considered for appointment where it would not be possible to make reasonable progress without security clearance access to government assets marked secret
- Need access to certain levels of classified material originating from another country or international organisation.



## Annual reviews

We provide annual reviews on all clearance holders providing up to date checks. It is your responsibility to notify us of any change of circumstances and, where applicable, submit an annual review form. Please note failure to do so may have an adverse effect on the vetting status and may lead to it being withdrawn.

## Direct access to CoreVet

The five steps below outline the process where companies registering on the N.C.V.S will have direct access to our CoreVet portal. This is a simple and user friendly process.

There are six main steps involved...

**1**

**The company electronically submits a vetting form for the applicant(s) via our vetting database.**

**2**

**The vetting form is electronically received by the vetting team.**

**3**

**The vetting checks are carried out and a decision made (The applicant's status will be updated on Core-Vet).**



**4**

If and when clearance is granted, the applicant(s) has access to all the UK police forces.

**5**

The applicant is to notify the vetting team of any changes whilst the clearance is held e.g. convictions, investigations, change of partner/address.

**6**

The applicant must submit an 'annual review' to be assured they remain a low risk to their organisation's reputation.

If you are the single point of contact for a company these are the steps you will follow for your applicant(s):

**1**

You will receive a login and link to our vetting database (Core-Vet).

**2**

Using the database you will register your applicant, they will then receive an automated link to access the relevant vetting form.

**3**

Once the applicant has completed and submitted the form it will be sent to the vetting team. You will receive an automated notification to confirm this.



**4**

**You can login and see when your applicant has been given NPPV clearance.**

**5**

**The same process will be used for annual reviews and change of circumstances.**



Each applicant will be considered on an individual basis. Cautions, convictions and the cautions and convictions of relatives, partners and close associates can influence clearance decisions.



## Our pricing structure

The below details our current pricing structure, as of May 2020

Non Police Personnel Vetting (NPPV) 2 (abbreviated)	Non Police Personnel Vetting (NPPV) 2	Non Police Personnel Vetting (NPPV) 2 + Security Checks(SC)	Non Police Personnel Vetting (NPPV) 3	Non Police Personnel Vetting (NPPV) 3 + Security Checks (SC)
£121	£132	£165	£176	£209

\* Renewal price as per new application. Charges will be subject to annual review.

**Please note:** an SLA will only start once a complete and comprehensive application has been received by a Case Officer. If a Case Officer has to contact the applicant for additional information the SLA will start when the Case Officer has received all the required information.

Invoices are issued monthly for all applicants received the previous month.



## Our service level agreement with you...

We understand our performance can have an impact on your business. This is why we have set in place targets to achieve which define the level of service you can expect to receive from us.

Type of vetting	Completion time SLA
NPPV 2	22 working days
NPPV 3	37 working days
NPPV 3 +SC	50 working days



Some vetting decisions are subject to intelligence from external agencies. On occasions this may prevent us completing the application and affect the time taken to complete the vetting application.

### Premium Service

Where companies require their employees to be vetted urgently in order to start work on a particular project we offer a Fast Track service. You must contact the Vetting Business Manager to discuss your request:

Non Police Personnel Vetting (NPPV) 2 (abbreviated)	Non Police Personnel Vetting (NPPV) 2	Non Police Personnel Vetting (NPPV) 2 + SC	Non Police Personnel Vetting (NPPV) 3	Non Police Personnel Vetting (NPPV) 3 + SC
Completed within 10 working days	Completed within 10 working days	Completed within 20 working days	Completed within 15 working days	Completed within 25 working days
£181	£198	£269	£264	£335

We offer a user friendly system and a user's guide. In addition to this we offer service review meetings, further information such as frequently asked questions, updates and a website for further information.

We value your feedback and will provide you with the opportunity to tell us what you think via our email, review meetings and customer surveys.



## Contact us

For further information visit:  
[www.warwickshire.police.uk](http://www.warwickshire.police.uk)

**E: [vetting.unit@warwickshire.pnn.police.uk](mailto:vetting.unit@warwickshire.pnn.police.uk)**  
Initially you will receive an automated reply.

**T: 01789 444776 (Monday to Friday 9am-5pm)**