



ACRO Police Certificate Guidance

1. **Proof of your current address** - You must provide **ONE** proof of your current address from the 'Proof of current address' list at the end of the application form. Your current address is where you live now and can be outside of the UK. Any proof of address that is not in English must be translated into English. The UK driving licence paper counterpart is **not** an acceptable proof of address, even if it shows your current address.
2. **A recent passport style colour photograph** - You must upload one high quality, recent passport style colour photograph that clearly identifies you (the applicant). This photograph will be included on your Police Certificate. Your photograph should meet the same standards required for a UK passport (approximately 45mm x 35mm).
3. **Colour copies of your passport(s) / travel document / official photographic identity document** - You must upload colour copies of your passport(s) / travel document which clearly show your photograph, personal information, expiry date, nationality, machine readable zone, extension pages and signature (if applicable). Copies of other official photographic identity documents should show as many of these features as possible. We will not accept black and white copies.
4. **Any additional documents relevant to your application.** Examples include: Power of Attorney, authorisation documents, signed letter of authority, etc.
5. **A valid email address.**
6. **Your address history** - You must provide your address history for the last 10 years, including the dates you lived at the addresses. If you have lived outside of the UK for more than 10 years you will also be asked to provide your last UK address.
7. **Endorser details** - Your application must be endorsed by a suitable individual. We require your endorser's full name, occupation, relationship to you (e.g. friend, employer etc. but NOT family), a telephone number, and their email address as we may send your passport photograph to them as part of our check.
8. **UK National Insurance and Driving Licence numbers (if applicable).**

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1. Address

You will need to provide ONE document which clearly shows your name and your current address. This is where you live now and can be outside the UK.

Any proof of address not in English will need to be translated into English.

We do not accept envelopes or handwritten documents as proof of your current address.

The paper UK driving licence counterpart is not an acceptable proof of address even if it shows your current address.

International PO Boxes

If you live in a country where all post is delivered to a PO Box, we will accept a document which shows your name and the PO Box as proof of your current address.

We do not accept documents sent to a UK PO Box as proof of your current address.

BFPO addresses

If you have a UK forces address (BFPO) then you can provide one proof with your BFPO address on. Alternatively, you can provide a letter from your commanding officer to confirm you have a UK forces address.

One document that shows your name and current address, which is valid and in-date:

Full driving licence or provisional driving licence

ID card from your country of residence

Medical or health card

Immigration document

OR

One document dated within the last 12 months that shows your name and current address:

Utility bill (this does not include a mobile phone bill)

Bank or building society statement

Credit card statement

Pension letter or statement

Letter from central, regional or local government department

Letter from an employer on headed paper

Letter from a school, college or university on headed paper

TV licence

Letter from a bank

Letter from a medical service

Mortgage statement

Council tax bill or polling card

House, motor, travel or health insurance certificate or document

Letter from a solicitor

Formal tenancy agreement or letter from letting agent

4. Any additional documents relevant to your application

If The Apostilles Group are to apply for an ACRO Police Certificate on your behalf, we will need a short, dated letter written from the address you have used in point 1.

All it needs to say is:

To Whom it may Concern,

I grant authorisation to The Apostilles Group to apply for an ACRO on my behalf.

Yours sincerely,

SIGNATURE

Printed Name

It can be written or typed but the signature must be an original, in ink signature.

7. Endorser List

In order to satisfy ACRO requirements, your application must be endorsed by an individual employed as one of the following or similar professions.

Your endorser cannot be your partner or a family member (no matter how distantly related), must have known you for a minimum of two years, and must be eighteen years of age or older.

Accountant	Airline Pilot	Ambulance Service Official/Paramedic	Architect	Bank/Building Society Official	Barrister	Care Worker (Registered)	Company Chairman	Chemist	Chiroprapist
Civil Servant	Commissioner of Oaths	Councillor (Local or County)	Dentist	Director	Doctor	Engineer	Executive	Financial Adviser	Fire Service Official
Funeral Director	Insurance Broker	IT Specialist	Judge	Justice of the Peace	Lawyer	Lecturer	Legal Secretary	Magistrate	Manager
Medical Consultant/Specialist	Member of a Chartered Institute	Member of Parliament	Merchant Navy Officer	Minister of a Recognised Religion	Museum Curator	Notary Public	Nurse (SRN or other qualification)	Officer of the Armed Forces (Active or Retired)	Optician
Personal Licence Holders (Liquor/Alcohol)	Personnel Officer	Pharmacist	Police Officer/Police Civilian Staff	Post Office Official	Prison Officer	Probation Officer	Salvation Army Officer	Social Worker	Solicitor
Surveyor	Teacher	Trade Union Officer	Tutor	Value or Auctioneer	Veterinarian	Veterinary Nurse			



ACRO Application Form

Title:* Mr Mrs Miss Ms Other (specify)

Surname/family name:

Forename/given names:*

Previous names:* Have you ever used or been known by any other names?
Yes No

Please provide your previous full name(s). Your surname/family name should be entered in UPPER CASE e.g. John Paul SMITH

Date of birth:*

Place of birth:* Village / Town / City:
Country:

Gender:* Male Female Intersex

UK Driving Licence Number:

UK National Insurance Number:

Confirm email address:

Email address:*

Daytime:

Evening:

Telephone numbers:*

10 Year Address History

Most recent address: FROM	Previous address 1: FROM TO	Previous address 2: FROM TO	Previous address 3: FROM TO	Previous address 4: FROM TO
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Are you a serving, ex-serving, dependent or ex-dependent, partner or ex-partner of a serving or ex-serving member of the UK armed forces? Are you a civilian who has been subject to UK armed forces acts?

Armed forces:* Yes No

Do you possess a passport?:* Yes No

Passport/Travel Document Number:

Surname / family name:

Forename(s) / given names:

Date of birth:*

Place of birth: Village/Town/City:*

Country:*

Expiry Date:

Outstanding criminal proceedings:* Yes No

Alleged offence(s):

Date of court hearing / attendance at police station:

Court / police station:

Previous criminal convictions:* Yes No

Offence(s):

Date of result / sentence / outcome:

Court / police force:

Result / Sentence / Outcome:

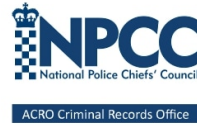
As part of your visa / immigration process you may have been appointed a Case Officer / Immigration Officer to oversee your application and/or been given a case reference number. If you can provide these details it may assist ACRO in processing your application. It may also assist the delivery of your Police Certificate if you have requested it to be sent directly to the relevant embassy / high commission (please note that we will not send Police Certificates by email as the security features cannot be replicated). You should obtain permission from your Case Officer / Immigration Officer before you provide the details below.

Have you been appointed a Case Officer / Immigration Officer as part of your visa / immigration process? *

Yes Name of Case/Immigration Officer:

No Case Reference Number:

Case/Immigration Officer Email Address:



Your Police Certificate application must be endorsed by a suitable individual that meets the following criteria:

- Must have known you for a minimum of two years
- Must not be a partner or family member (no matter how distantly related)
- Must be aged 18 years or over
- Must be in one of the occupations or a similar occupation to those listed here

This individual can be of any nationality and can reside anywhere in the world. You must provide your endorser's email address. They may be contacted to verify your identity.

Title:* Mr Mrs Miss Ms Other (specify)

Surname / family name:

Forename(s) / given names:

Occupation:

Relationship to applicant:

Endorser email address:

Confirm email address:

Telephone Number (Daytime):

Telephone Number (Evening):

Additional Information

Service Level:*

Standard - £105 (12 days - not including apostille, ACRO Certificate only)

Express - £170 (4 days - not including apostille, ACRO Certificate only)