



Police Clearance

If you are NOT British or HAVE NOT LIVED IN THE UK CONSECUTIVELY FOR THE LAST TWO YEARS you will need to undertake a Police clearance, also called a police check within your home country/country(ies) where you were resident for the last two - five years.

- If you are **currently in the UK**: contact the Embassy/ High Commission of the countries where you have been resident, to find out how this is done <http://www.fco.gov.uk/en/travel-and-living-abroad/foreign-embassies-in-uk/>
- If you are **currently resident outside of the UK**: click this link <http://www.cpni.gov.uk/advice/Personnel-security1/Overseas-criminal-record-checks/> which has more country by country information on the procedure for acquiring an overseas criminal record check.

For **Americans and Canadians** we prefer you to use the American based background screening provider Accufax. They have created a direct portal: <https://ywam.quickapp.pro>. Accufax will complete the background screening process on your behalf.

Alternatively send an email to liz@accufax-us.com in the subject line write **YWAM Attendee at (location)**. Let them know your **full name** and that you are applying **as a trainee for the DTS**. They will then send you an invitation into their secure site where you will be able to complete the screening segment of your application process. The cost of this service is \$25 (\$39 for Canadians) which you will have to pay directly to Accufax

You will receive a reference number and the results can be securely viewed only by our designated admin person. You can also request a copy directly from them if you'd like to have it on file for your own reference.

If you do not want to use this option please notify the school registrar.

Please include a **photocopy ONLY** of your criminal record check to us along with your application and **keep the original for your own records**. If you used Accufax, please send us your **Accufax reference number**.

We do not want to communicate any suspicion or uncertainty to you as we ask this. The reason for this requirement is to comply with Scottish law that now requires anyone who works with children to provide such documentation. Since there are children that live on the YWAM base, and also in outreach situations, and teams work with children, we need to ask you to have this check performed and that you provide the documents we request.