

Trust Systems Software (UK) (t/a TRUSTOPIA)

(Revision November 2019)

INTRODUCTION

This document provides an overview relating to the overseas criminal record and reported criminal activity disclosures available through Trustopia. For each country detailed herein, there is a supporting application requirement which details the surrounding process of requesting a check for that particular country. Turn-around times provided are given as an estimation.

Once the request has been made to the countries relevant third party security services there is little to nothing Trustopia can do to speed up the result. Where the results/certificate is sent directly back to the data subject (as can be a local requirement of the Law), it is up to the organisation that requested the disclosure to obtain the information from the applicant.

The information required for each country specified in this pack is correct at time of production. Whilst we try to always keep this up-to-date, there are times when further details may be requested at the time of application. The Trustopia team will be able to provide the relevant guidance where necessary.

PRICING AND ESTIMATED TURN-AROUND TIMES PER COUNTRY – CRIMINAL RECORD DISCLOSURES

COUNTRY	TURNAROUND	PRICE (EX VAT)
Argentina	9-11 working days	£449.00
Bahrain	9-11 working days	£288.00
Bangladesh	9-11 working days	£288.00
Belgium	6-9 working days	£115.00
Botswana	9-11 working days	£380.00
Brazil	4-6 working days	£105.00
Cambodia	9-11 working days	£288.00
Canada	7-9 working days	£154.00
Chile	9-11 working days	£449.00
China	4-6 working days	£92.00
Egypt	9-11 working days	£288.00
Fiji	9-11 working days	£288.00
France	6-14 working days	£74.00
Georgia	9-11 working days	£288.00
Germany	17-19 working days	£136.00
Greece	14-17 working days	£105.00
Grenada	9-11 working days	£288.00
Honduras	9-11 working days	£380.00
Ireland	3-4 working days	£36.00
Indonesia	9-11 working days	£173.00

COUNTRY	TURNAROUND	PRICE (EX VAT)
Nepal	9-11 working days	£288.00
Netherlands	21-24 working days	£115.00
Norway	14-16 working days	£115.00
New Zealand	7 working days	£115.00
Pakistan	11-14 working days	£222.00
Palau	9-11 working days	£335.00
Panama	9-11 working days	£455.00
Peru	9-11 working days	£380.00
Philippines	8-9 working days	£141.00
Poland	13-15 working days	£115.00
Portugal	15-18 working days	£115.00
Puerto Rico	9-11 working days	£449.00
Qatar	9-11 working days	£345.00
Russian Federation	5-7 working days	£135.00
Saudi Arabia	9-11 working days	£155.00
South Africa	8-11 working days	£105.00
Spain	21-23 working days	£115.00
Sri Lanka	9-11 working days	£288.00
Sweden	13-14 working days	£115.00
Switzerland	19-24 working days	£115.00

Italy	14-16 working days	£105.00
Kazakhstan	9-11 working days	£288.00
Kuwait	9-11 working days	£288.00
Macau	9-11 working days	£335.00
Mauritius	9-11 working days	£380.00
Mexico	6-8 working days	£105.00
Monaco	9-11 working days	£288.00

Taiwan	11-14 working days	£825.00
Thailand	8-10 working days	£449.00
Turkey	9-11 working days	£288.00
United Arab Emirates	13-14 working days	£268.00
Uzbekistan	9-11 working days	£288.00
Vietnam	14 working days	£288.00
Zimbabwe	12-14 working days	£349.00

PRICING AND ESTIMATED TURN-AROUND TIMES PER COUNTRY – CRIMINALITY/REPORTED CRIMINAL ACTIVITY DISCLOSURES

COUNTRY	TURNAROUND	PRICE (EX VAT)
Australia	9-11 working days	£115.00
Bulgaria	15-18 working days	£115.00
Global	4-6 working days	£85.00
India	11-13 working days	£85.00
Japan	7-8 working days	£235.00
Korea Republic of (South Korea)	9-11 working days	£189.00
Malaysia	6-8 working days	£140.00
Romania	6-8 working days	£115.00
Singapore	4-6 working days	£85.00
Ukraine	14-16 working days	£115.00
United States	6-8 working days	£135.00

Note: In some locations, you may incur extra charges depending on the information supplied in the application. Trustopia will always inform you before adding any extra charges.

CRIMINAL/CRIMINALITY DISCLOSURES SOURCES & REQUIREMENTS

Country	Source Description	Scope of Data	Information Required	Results received:	Where Certificate available – sent to Organisation or Applicant?
Argentina	Returns information relating to convictions of any crime in the last 7 years.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Argentinian National ID number (if any);		
			Address(es);		
			Signed consent form.		

Overseas Criminal Record & Reported Activity Disclosures



Bahrain	Investigation of Bahrain's Court of Cassation for any criminal history records.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Address(es);		
			Signed consent form.		
Bangladesh	Investigation of local Trial Courts for any criminal history records.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Address(es);		
			Signed consent form.		
Belgium	Information obtained from Service du Casier Judiciaire Central (CJC). The CJC is a service of the Judicial Department of the Ministry of Justice. Resulting in a Certificate with the following name: "Certificat de Casier Judiciaire"	All years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Place of birth;		
			Scanned image of Passport;		
			Other name(s);		
			Gender;		
			Address(es);		
			Employer authorisation form for the purpose of use;		
Signed consent form.					
Botswana	Investigation of local Trial Courts for any criminal history records.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Address(es);		
			Signed consent form		
Brazil	Information obtained from Department of Federal Police	From 2000	Full name;	Official Certificate	Organisation
			Date of birth;		
			Father's & Mothers name;		
			Mother's maiden name;		
			Fiscal Declaration CPF number;		
			Passport/ID Copy		
			Scanned image of RG Card;		
Address(es);					

Overseas Criminal Record & Reported Activity Disclosures



			Signed consent form.		
Cambodia	Investigation of local trial courts for any criminal history records.	Last 7 years	Full name; Date of birth; Address(es); Signed consent form.	TRUSTOPIA Report	N/A
Canada	Investigation of Canada's Local courts for all criminal history records.	All years	Full name; Date of birth; Address(es); Signed consent form.	TRUSTOPIA Report	N/A
Chile	Returns information if the candidate has been convicted of any crime in the last 7 years.	Last 7 years	Full name; Date of birth; Chilean national ID Card number (if any); Address(es); Signed consent form	TRUSTOPIA Report	N/A
China	Search is conducted via both the National Citizen Identity Information Centre and the police bureau.	Criminal records are retained for life	Full name in English; Full name in Chinese (for Chinese candidates); PRC ID card number and scanned image of PRC ID card (citizens) or Passport number and scanned image of passport (non-citizens); Address(es); Signed consent form.	TRUSTOPIA Report	N/A
Egypt	Investigation of Egypt's local trial courts for any criminal history records.	Last 7 years	Full name; Date of birth; Address(es); Signed consent form.	TRUSTOPIA Report	N/A
Fiji	Investigation of Fiji's local trial courts for any criminal history records.	Last 7 years	Full name; Date of birth; Address(es); Signed consent form.	TRUSTOPIA Report	N/A

Overseas Criminal Record & Reported Activity Disclosures



France	Results are obtained from the Casier Judiciaire National	Last 3-5 years	Full name;	TRUSTOPIA Report	N/A
		(depending on the severity of the crime)	Date of Birth;		
			Consent;		
			Passport/ID Copy (or any ID doc)		
			Current Address; Place of Birth		
Georgia	Investigation of local trial courts for all criminal history records.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Address(es);		
			Signed consent form.		
Germany	Federal Office of Justice	Last 5-20 years		Official Certificate	Organisation
		(depending on the severity of the crime)	Full name;		
			Date of Birth;		
			Consent;		
			Passport/ID copy;		
			Specific application form with notarized signature		
Greece	Ministry of Justice, Division of Criminal Records	6 months- 20 years	Full name and date of birth	Official Certificate	Organisation
			Previous address in Greece		
			Passport/ID Copy		
			A signed consent form		
Grenada	Investigation of local trial courts for all criminal history records.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Address(es);		
			Signed consent form.		
Honduras	Investigation of local trial courts for all criminal history records.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Address(es);		
			Signed consent form.		

Overseas Criminal Record & Reported Activity Disclosures



Ireland	Public Information Search, this combines a search of publicly available court information along with a review of all criminal related articles in public media such as newspapers, gazettes and websites.	Last 5-10 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Current and Previous Irish Address(es);		
			Specific Application Form		
			Passport/ID Copy		
Indonesia	Search is conducted through local police records in the respective jurisdiction or location.	Last 3-5 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Scanned image of Indonesian KTP		
			(citizens);		
			Scanned image of Passport (noncitizens);		
			Address(es);		
Signed consent form					
Italy	Results returned are Criminal certificate of the judicial register obtained from The Legal Register Centre/Criminal Record	All registered offences except those deleted by rehabilitation laws by Articles 178, 179, 180 and 181 of the Penal Code	Full name;	Official Certificate	Organisation
			Date of birth;		
			Scanned image of passport;		
			Last or current Address in Italy; Signed consent form		
Kazakhstan	Investigation of Kazakhstan's local trial courts for any criminal history records.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Address(es);		
			Signed consent form		
Kuwait	Investigation of Kuwait's local trial courts for any criminal history records.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Address(es);		
			Signed consent form		

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Macau	Investigation of Macau's local trial courts for any criminal history records.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			National ID Card number (citizens);		
			Address(es);		
			Signed consent form.		
Mauritius	Investigation of Mauritius's local trial courts for any criminal history records.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Address(es);		
			Signed consent form.		
Mexico	Information obtained from Juridical Barraza, Secretaria de Seguridad Publica	Last 7 years	Full name;	Official Certificate	Applicant
			Date of birth;		
			Address(es);		
			Passport/ID Copy;		
			Mexican ID Card number (if any); Signed consent form.		
Monaco	Investigation of Monaco's local trial courts for any criminal history records.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Address(es);		
			Signed consent form.		
Nepal	Investigation of Nepal's local trial courts for any criminal history records.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Address(es);		
			Signed consent form.		
Netherlands	Certificate of Good Conduct ("Verklaring Omtrent het Gedrag" or VOG) issued if the individual or the legal entity has not committed any offenses that are relevant to a certain function in the society (as an example, for a given work, position etc.). It states that no relevant convictions or offenses were found, otherwise, VOG would not be issued. Information obtained from Ministerie van Justitie	5-30 Years	Full name;	TRUSTOPIA Report	N/A
			Date of Birth;		
			Email address and contact details;		
			Address(es);		
			Passport/ID Copy		
			Specific Consent (Letter of authority)		

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Norway	Police Directorate office (Politidirektoratet)	6 months – 10 years from date of release	Full name and date of birth	Official Certificate	Applicant
			Most recent Norwegian address		
			Social Security Number Place of Birth o		
			A signed consent form		
New Zealand	Search conducted through the New Zealand Ministry of Justice for any disclosable criminal record history.	From 1960	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Previous names;		
			Address(es);		
			Completed and signed New Zealand		
			Criminal History Check form;		
			Scanned image of ID;		
Signed consent form.					
Pakistan	Uncovers any criminal records of the individual.	5-7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Scanned image of Pakistan National ID card (citizens) <i>or</i>		
			Scanned image of Passport (noncitizens)		
			Address(es);		
			Signed consent form.		
Palau	Investigation of Palau's Supreme Court database for any criminal matters.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Address(es);		
			Palau national ID card number (if any); Signed consent form.		
Panama	Investigation of local trial courts for any criminal history record.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Address(es);		
			Signed consent form.		
Peru	Investigation of Peru's local trial courts for any criminal history record.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Address(es);		
			Signed consent form.		

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Philippines (Court Search)	Search is conducted via the Philippines Metropolitan/Municipal Trial Court Regional Trial Court and the National Bureau of Investigations databases for potential matches to the candidate.	From 1950	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Scanned image of passport (optional);		
			Address(es);		
			Signed consent form.		
Poland	Investigation of Poland's National Penal Register for potential matches to the candidate.	All years	Full name;	Official Certificate	Organisation
			Date of birth;		
			Copy of ID/Passport;		
			Completed and signed Poland Criminal		
			History form;		
			Address(es);		
Signed consent form.					
Portugal	General Directorate of Justice Administration managed by the Ministry of Justice	5-23 Years	Full name and date of birth;	Official Certificate	Organisation
			Most recent Portuguese address;		
			Passport/ID Copy;		
			Mother's Maiden Name; Father's Last Nam;		
Puerto Rico	Returns information regarding any convicted crimes for the past 7 years.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Mother's maiden name;		
			Puerto Rican SSN (if any);		
			Scanned image of passport;		
			Address(es);		
Signed consent form.					
Qatar	Investigation of Qatar's local trial courts for any criminal history record.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			National ID Card number (citizens);		
			Address(es);		
			Signed consent form.		

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Russian Federation	Information obtained from Major Information Centre of the Ministry of Internal Affairs	District and magistrate's courts vary by region	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Other name(s);		
			Address(es);		
			Signed consent form.		
Saudi Arabia	Investigation of Saudi Arabia's local trial courts for any criminal history record.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Address(es);		
			Signed consent form.		
South Africa	Investigation of South Africa Police Records for potential matches to the candidate.	Last 5 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Other name(s);		
			Gender;		
			South African ID Card number (citizens) <i>or</i>		
			Passport number (non-citizens);		
			Scanned image of South African ID Card		
			(citizens) <i>or</i>		
			Scanned image of passport (noncitizens);		
			Address(es);		
			Signed consent form.		
Spain	Certificate of Convictions is obtained from the National Criminal Records Registry	All Years	Full name;	Official Certificate	Organisation
			Current address;		
			Copy of ID/Passport		
			Address(es);		
			Specific Letter of Authorisation.		
Sri Lanka	Investigation of Sri Lanka's Local Trial Court for any criminal history record.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Address(es);		
			Signed consent form.		

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Sweden	A search of the Swedish National Police Board for Criminal records of the candidate.	3-20 years	Full name;	Official Certificate	Organisation
		(depending on the severity of the crime)	Date of birth;		
			Passport/ID Copy;		
			Completed Sweden Criminal History		
			Consent form;		
			Address(es);		
			Signed consent form.		
Switzerland	Investigation of Switzerland's Police Records for potential matches to the candidate.	All years	Completed Swiss Criminal Record	Official Certificate	Applicant
			Information Request form;		
			Scanned image of Swiss ID Card		
			(citizens) <i>or</i>		
			Scanned image of Passport (noncitizens);		
			Parents' names;		
			Current and previous Address(es) Signed consent form.		
Taiwan	An online search of the database is conducted to uncover records of criminal convictions from 1st January 2001.	From 2001	Full name in English;	TRUSTOPIA Report	N/A
			Full name in Chinese script (if applicable);		
			Date of birth;		
			Taiwan ID Card number (if any);		
			Address(es);		
			Signed consent form.		
Thailand	A search of Bangkok's criminal courts records, in addition to a telephone check with the Provincial Court covering the candidates registered address.	From 1989	Full name;	TRUSTOPIA Report	N/A
		(Rachada Criminal Court)	Date of birth;		
		From 1995	Full name in Thai script (Thai applicants);		
		(South Bangkok Criminal Court)	Other name(s);		
		From 1997	Scanned image of your Thai national ID card (citizens) <i>or</i>		
		(Minburi Criminal Court-North Bangkok)	Scanned image of passport (noncitizens)		
			Address(es);		
			Signed consent form.		

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Turkey	Investigation of Turkey's local trial courts for any criminal history records.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Address(es);		
			Signed consent form.		
United Arab Emirates	Investigation of United Arab Emirates First Instance Court for any criminal history records.	Last 5-7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Scanned image of your UAE National ID		
			Card <i>or</i> of your Passport;		
			Address(es);		
			Signed consent form.		
Uzbekistan	Investigation of Uzbekistan's Regional Trial Court for any criminal history records.	Last 7 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Address(es);		
			Signed consent form.		
Vietnam	This search identifies felony and/or misdemeanour level conviction records and arrests pending adjudication.	Last 5-7 years	Full name;	TRUSTOPIA Report	N/A
			Previous name(s) (if any);		
			Scanned image of National ID or Passport;		
			Scanned image of National ID or		
			Passport showing previous name(s) (if applicable);		
			Address(es);		
			Signed consent form.		
Zimbabwe	Investigation of Zimbabwe's police database for any criminal history records.	Last 5 years	Full name;	TRUSTOPIA Report	N/A
			Date of birth;		
			Gender;		
			Passport number;		
			Address(es);		
			Signed consent form.		