Bermuda Background Check

Check Information

This application form captures the information that First Advantage Ltd needs in order to process an Overseas Background Check in **Bermuda**.

Check Type

National Criminal Record Check.

Official Source of Information

The Magistrates Courts.

Turnaround Time

21 working days.

Disclaimer

The information provided in this pack is correct at the time of production.

Guidance Notes for the Applicant

Please read the instructions below before you start, as they will help you to complete the form correctly.

Required Information

Make sure that you fill in all the fields on the form. You (the applicant) should complete the form yourself.

You must supply ALL of the following:

- Your full name
- Your date of birth
- Any other names you are or have previously been known by
- Your most recent address in Bermuda
- Your current address
- A scanned image of your passport, driving licence, or national ID card
    - The ID document must be clear, uncut, and scanned in colour
- A completed and signed Bermuda-specific form (included at the end of this application)
    - This form must be completed by hand using BLACK ink
    - You must include your passport number and driving licence number on this form in the relevant fields
    - All dates on this form must be written in the format 'Day-Month-Year'
    - You must leave the 'Dated' field on this form blank (the Bermuda Magistrates Court will add this when they process the check)
    - If the current address you provide on this form is outside of Bermuda, you should provide your last registered address in Bermuda in the 'Previous Address' field - If your current address is in Bermuda, you must put 'N/A' in the 'Previous Address' field
    - You must provide at least one telephone number
- A signed consent form
    - You must sign, date, and tick the consent box in the 'Release of Information' part of the final section of this application form

When you have completed all the required paperwork, send it to the organisation that requested the check in line with their instructions.

Overseas Criminal Record Check Application Form

You can complete this form electronically *or* print it out and fill it in with black or blue ink. In either case, you must provide a *hand-written signature* in the final section of the form. Please use **BLOCK CAPITAL LETTERS** if you are filling out the form by hand.

Section 1: Personal Details

Supply your full legal name as shown on your passport, and any other names you are or have previously been known by. Write your date of birth in the format 'Day-Month-Year'.

Forename: _____

Middle Name(s): _____

Surname: _____

Date of Birth: _____

Other/Previous Name(s): _____

_____

Section 2: Address Details

Supply your most recent address in Bermuda and your current address (if different). You must write the address in full, including the door number and the post/zip code (where applicable).

Most Recent Address in Bermuda

Building Name: _____

House/Flat Number: _____

Street: _____

City/Town: _____

Post/Zip Code: _____

Region/State: _____

Country: _____

Current Address (if different)

Building Name: _____

House/Flat Number: _____

Street: _____

City/Town: _____

Post/Zip Code: _____

Region/State: _____

Country: _____

Section 3: Scanned Image of Your Supporting ID Document

You must include a scanned image of a valid ID document with this application. See the 'Guidance Notes for the Applicant' for information about what ID documents are acceptable.

Section 4: Applicant/Employee Notification and Release of Information

Applications for this background check are processed by the organisation that has requested this check (usually your employer) and First Advantage|KnowYourPeople ('First Advantage Incorporated'). The information provided by you to the organisation that has requested this check will be passed to First Advantage who administer the check on behalf of the organisation.

In order for overseas background checks to be completed, your information will also be passed to First Advantage to conduct searches on your background information. This may include civil and criminal records, local language media information and this will be completed by contacting the relevant government agencies and courts and other contributors (the "Contributors") within the country noted on this application form.

These bodies use the information provided to identify possible matches to records held by them. Where such a match is established, personal data may be released to First Advantage for inclusion on any report issued and where information is noted, personal data and information relating to any criminal record relating to you will be released to First Advantage for inclusion on any report issued.

Where your personal data is transferred outside the EEA, it is protected in a manner that is consistent with how your personal data will be protected in the EEA. This can be done in a number of ways:

- The country might be approved by the European Commission or a relevant data protection authority;
- The recipient might have signed up to a contract based on "model contractual clauses" approved by the European Commission, obliging them to protect your personal data;
- In other circumstances, the law may permit the transfer your personal data outside the EEA, for example, where there is a legal obligation of the organisation requesting the check or a contractual obligation to complete the check.

The information provided in this application form may be used to verify your identity for authentication purposes.

Release of Information

Please TICK the box

☐ I give my consent for the relevant government agencies and courts and other contributors (the "Contributors") to provide First Advantage with personal information that they may hold about me in relation to this check.

I confirm that I have read the above statement of 'Applicant/Employee Notification and Release of Information' and I am aware how my information will be used to complete the check.

Print Name: _____

Applicant Signature: _____

Date: _____

JUDICIAL DEPARTMENT - MAGISTRATES' COURT
DAME LOIS BROWNE EVANS BUILDING, 58 COURT STREET HAMILTON HM 12, BERMUDA

RECORD REQUEST FORM

*Receipt#*_____

I hereby request copies of **CRIMINAL** convictions (if any) for the period:

Please check one box

□ **3** years to present □ **5** years to present □ **7** years to present

□ from **1996** to present

Please Print Below

Full Name:_____
First ***Middle Name(s)*** ***Last***

Maiden Name:_____

Date of Birth (DD/MM/YYYY):_____
Spell out Month

Current Address:_____

Previous Address: _____

Passport #:_____ Driver License # _____

Phone Contact #'s Cell_____ Home _____

□ **I will Collect:**_____

□ **I authorize:**_____to collect on my behalf.

I understand that the research for this information takes approximately fifteen (15) working days, together with an administrative fee of ***$10.00*** *per application.*
Valid Color Photo ID is required.

Signed_____ Dated _____