

# NRPSI SECURITY CLEARANCE - INFORMATION SHEET

In order to comply with the requirements for NRPSI registration, evidence of a valid security clearance must be provided by interpreters. **New applicants** must provide at least one valid security clearance: if there is no set expiry date the clearance would need to be issued within twelve months of the application (or be on the DBS Update service). Current NRPSI policy is to **remove clearances** at their expiry date (if any) or after five years of the issue date. Most public service users require clearances no older than two years.

## Acceptable Clearances

1. Some employers such as Police Services and the Home Office will provide security clearances for personnel working on their premises. For clearances which are notified by e-mail, we require both the e-mail message and letter attachment to be forwarded to us via e-mail (we will need to be satisfied that the clearances are genuine and may contact the vetting organisation to verify this). This correspondence must include the date you were cleared and the expiry date of the clearance. The following are acceptable for inclusion on the National Register:
  - **Police Clearances** i.e. NPPV (Non-Police Personnel Vetting) Level 2 or 3 (police forces are standardising on level 3).
  - **Counter Terrorist Checks** and higher levels of National Security Vetting.

At present we cannot accept vetting provided by the Foreign and Commonwealth Office, NATO, NCA nor the Civil Aviation Authority as we have been informed that they will not allow publication (on the open register) of the clearances they provide.

2. We also accept the following **Disclosure and Barring Service** (DBS) Checks – we need to receive the **original** DBS certificate in our office (which we return to you by a signed delivery service):
  - DBS **Standard** and DBS **Enhanced** Certificates.
  - Disclosure Scotland – **Standard** and Disclosure Scotland – **Enhanced** level.
  - Disclosure Scotland **PVG** Scheme Record.
  - Access NI – **Standard** Disclosure Certificate and Access NI – **Enhanced** Disclosure Certificate.

**IMPORTANT:** Please note that we **do not** accept the Basic level certificate from Disclosure Scotland, Access Northern Ireland nor the DBS in England.

We recommend that Registrants consider applying for the **DBS Update** subscription service (which NRPSI recognises). For the latest information from the DBS visit: <https://www.gov.uk/government/organisations/disclosure-and-barring-service> and read our [FAQs on the DBS Update Service](#). We will need you to provide [signed consent](#) if NRPSI is to be able to use your DBS Update subscription to keep your record up to date.

## Applying for Security Clearances

It is the responsibility of the interpreter's employer to ensure interpreters are appropriately checked to work in their specific circumstances. It is not generally possible for interpreters to apply for a security clearance for themselves. The NRPSI does not employ interpreters and is unable to assist in obtaining security clearances. Note that clearances can take a substantial time to process by the vetting authority. NRPSI will add all valid acceptable clearances to the Registrant's record, please contact [admin@nrpsi.org.uk](mailto:admin@nrpsi.org.uk) when you have received a new clearance.