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**Company Registration for Vetting Applications**

**F04**

New Mole House, Rosia Road, Gibraltar 🞟 Tel (+350) 200 72500 🞟 [www.police.gi](http://www.police.gi)

**Company / Non-Profit Organisation Registration for Vetting Applications**

**Registration of Authorised Signatory**

A Company / Non-Profit Organisation Registration application form must be completed to register and assign authorised signatories for vetting of prospective employees.

**Company / Non-Profit Organisation**

Company: A company is a legal entity formed by a group of individuals to engage in and operate a business enterprise in a commercial or industrial capacity.

Non-Profit Organisation: An organisation is a group of people who work together, like a neighbourhood association, a charity, a union, or a non-profit association.

**Proof of Identity**

Sections 1, 2 & 3 asks you to give information about the Company / Non-Profit Organisation along with personal information which will help the Commissioner of Police to confirm your identity. He has a duty to ensure that information he holds is secure and he must be satisfied that you are who you say you are. Section 4 asks you to provide evidence of your identity by producing copies of documents(s) with your application.

**Registration Number**

Once registered, the RGP will provide the company / Non-Profit Organisation with their unique ‘Registration Number’ which should be used for all future staff vetting applications.

**Form Guidance**

This form can be completed digitally, and anyfields that are not applicable should be marked N/A. Original or scanned signatures are required throughout. If you are printing off this form and filling it in by hand, PLEASE USE BLOCK CAPITALS (clearly and legibly) using BLACK INK only, throughout the form to assist in processing your request.

Complete **Sections 1 – 4 overleaf.**

**Form Submission**

This form should be completed by the Gibraltar registered employer electronically and sent to us by email at [datarequests@royalgib.police.gi](mailto:datarequests@royalgib.police.gi)

**Please note that fields marked \* are mandatory.**

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| **Section 1 – Company / Organisation Information** | | | | |
|  | | | | |
| **1.1 \* Company/** **Non-Profit**  **Organisation Name:** | Click or tap here to enter text. | | | |
| **1.2 \* Is the Company/ Non-Profit**  **Organisation:** | | **Yes  No** | | |
| **1.3 \* Companies House Registration Number / Registered Charity Number:** | | |  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Section 2 - Company / Non-Profit Organisation Contact details** | |
|  | |
| **2.1 \* Address:** | Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| **2.2 \* Email Address (Your certificates would be sent here):** | Click or tap here to enter text. |
| **2.3 \* Daytime telephone No.** | Click or tap here to enter text. |

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| **Section 3 – Signatories** |
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| **3.1 \* List of Signatories you would like to register:** |
| |  |  |  | | --- | --- | --- | | **Job Title** | **Full Name** | **Signature** | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | |

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| **Section 4 – Proof of identity** |
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| **\*** Please be advised that all signatories registered must provide proof of identification. Your signature will be matched to your signature on the proof of identity document provided. If they do not match, your request may be rejected.  Please note in some circumstances it may be necessary for us to request original identification documents. |

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| **Notes** | |
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| **\*Vetting applications can only be processed if completed and signed by a Registered**  **Signatory with the RGP** |

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| **Privacy Notice** |
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| The contents of this document will be processed in strict compliance with the Royal Gibraltar Police’s ***Management of Police Information (MoPI) policy*** which has been compiled in accordance with the provisions of the ***Data Protection Act 2004 (DPA 2004)*** *and the* ***Gibraltar General Data Protection Regulations (Gib GDPR).*** The information provided within will be used to conduct searches of RGP systems to locate the information being requested. |

**What to do next**

You have now completed all the relevant sections of the form. Please check you have:

* Completed all the parts you need to (clearly and legibly)
* Confirm email address provided (as per Section 2.2)
* Enclosed official forms of identification (as per Section 4)

When you have completed the form, send it together with the required identity documentation to: [datarequests@royalgib.police.gi](mailto:datarequests@royalgib.police.gi)

**FOR OFFICE USE ONLY**

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| --- | --- | --- |
| **Application** | | |
|  | | |
| **Date application received:** | |  |
| **Identification document(s) checked:** | | **Yes  No** |
| **New registration:** | | **Yes  No** |
| **Vetting Registration No.** | |  |
| **Processed by:** |  |  |
| **Date completed:** | |  |
| **Signature:** | |  |