

VIRGIN ISLANDS
SERVICE COMMISSIONS (AMENDMENT) REGULATIONS, 2024
ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation
2. Regulation 2 amended
3. Regulation 3 amended
4. Regulation 8 amended
5. Regulations 8A, 8B, 8C, 8D, 8E, 8F and 8G inserted
6. Schedule 4 inserted

VIRGIN ISLANDS
STATUTORY INSTRUMENT 2024 NO. 66
SERVICE COMMISSIONS ACT
(No. 8 of 2011)

Service Commissions (Amendment) Regulations, 2024

[Gazetted 17th December, 2024]

The Governor, in exercise of the powers conferred by section 41 of Service Commissions Act, No. 8 of 2011, makes these Regulations.

Citation

1. These Regulations may be cited as the Service Commissions (Amendment) Regulations, 2024.

Regulation 2 amended

2. Regulation 2 of the Service Commissions Regulations, S.I. No. 48 of 2014, (hereinafter referred to as “the principal Regulations”) is amended by inserting the following definitions in the proper alphabetical order:

““applicant” means a person applying to be recruited to the Service;

“independent body” means any external entity contracted in accordance with section 16A(3) of the Act to perform the vetting process;

“processing” in relation to information, has the same meaning given to it in section 2 of the Data Protection Act, No. 3 of 2021;

“vetting” means the process of gathering and processing information about an individual’s background including personal information, employment records, criminal records, financial information and other relevant information to evaluate the individual’s suitability for employment within the Service;

“vetting clearance” means the approval granted after the vetting process is completed.”.

Regulation 3 amended

3. Regulation 3 of the principal Regulations is amended by inserting after paragraph (2) the following new paragraph:

“(2A) Notwithstanding paragraph (2), regulations 8A, 8B, 8C, 8D, 8E, 8F and 8G shall apply to the relevant officers falling within the devolved grades under the Devolution Regulations 2008.”.

Regulation 8 amended

4. Regulation 8(1) of the principal Regulations is amended by inserting the following new paragraph immediately after paragraph (b):

“(ba) be granted vetting clearance pursuant to these Regulations;”

Regulations 8A, 8B, 8C, 8D, 8E, 8F and 8G inserted

5. The principal Regulations is amended by inserting the following new regulations immediately after regulation 8:

“Vetting process

8A.(1) For the purposes of section 16A of the Act, an individual who is subject to vetting shall submit to the relevant Commission or, to such independent body as the Commission may direct, the Vetting Form set out in Form No.1 in Schedule 4.

(2) The form referred to in subregulation (1) shall be accompanied by the following documents:

- (a) proof of identification such as a birth certificate, passport, drivers licence or NHI card;
- (b) deed poll (if applicable);
- (c) marriage certificate (if applicable);
- (d) decree absolute or nisi (if applicable);
- (e) separation or maintenance orders (if applicable);
- (f) recent statements for all bank accounts in the applicant’s or officer’s name for the last three months;
- (g) details and statements, for all credit cards in the applicant’s or officer’s name for the last three months;
- (h) details and statements, of all loans and hire purchase agreements in the applicant’s or officer’s name for the last three months;
- (i) the last four pay slips of the applicant or officer;
- (j) documents and statements with respect to any savings and investments the applicant or officer may have in his or her name; and
- (k) the consent form set out in Form No.2 in Schedule 4.

(3) For the purposes of this regulation, the head of a department or office referred to in Schedule 1A of the Act shall, in addition to completing the Vetting Form under subregulation (1), be required to attend a vetting interview.

(4) Notwithstanding subregulation (3), an officer, other than the head of a department or office referred to in Schedule 1A of the Act may be required to attend a vetting interview if, based on a review of the Vetting Form and supporting documents, the Commission or the independent body, as the case may be, determines that the interview is necessary.

(5) An officer who fails to complete and submit the relevant Vetting Form within the prescribed time shall be subject to disciplinary proceedings.

(6) Where the Vetting Form includes financial information that pertains to a third party, the officer or applicant, as the case may be, shall submit the consent form set out in Form No.2 in Schedule 4, from the third party.

Procedure where vetting clearance is not granted by the relevant Commission

8B. (1) Where an officer is not granted vetting clearance, the relevant Commission shall notify the officer as soon as practicable, through the Director of Human Resources and shall inform the officer that he or she has a right to be heard.

(2) Where an officer has not been granted vetting clearance after exercising his or her right to be heard, the Commission may, transfer the officer to another department or office, and

- (a) inform the Commissioner of Police through the Department of Human Resources that vetting clearance was not granted and require the Commissioner of Police to cause an investigation to be carried out in relation to such particulars as may be the cause for the refusal of the vetting clearance; or
- (b) inform the officer, in writing, through the Department of Human Resources, of the actions to be undertaken by the officer to cure any deficiency and the time within which the officer is required to cure the deficiency; or
- (c) take no further action with respect to further vetting of the officer.

(3) Where a decision is taken by the relevant Commission pursuant

- (a) to paragraph (2)(a), the Commissioner of Police shall prepare a report of the investigation carried out and shall submit the report to the relevant Commission;
- (b) to paragraph (2)(b), the officer shall be vetted after curing the specified deficiency; and
- (c) to paragraph (2)(c), the Department of Human Resources shall be informed, in writing, of
 - (i) the failure to obtain vetting clearance;
 - (ii) the decision to take no further action; and
 - (iii) the reasons for the decision.

(4) Notwithstanding paragraph (1) and regulation 8E(2)(a), the relevant Commission may delay informing an officer that vetting clearance was not granted if, in the Commission's view, an investigation into the reasons for the refusal may be prejudiced in any way or be interfered with by informing the officer.

(5) Where the relevant Commission delays informing the officer under paragraph (4), it shall inform the officer no later than 21 days after the commencement of the investigation.

(6) Upon the completion of the investigation referred to in paragraph (2)(a) and regulation 8E(2)(b), the relevant Commission shall consider the report prepared by the Commissioner of Police and advise the Governor as to whether

- (a) the officer should be subject to disciplinary proceedings under the Act and these Regulations;
- (b) the matter should be referred to the Director of Public Prosecutions; or
- (c) the matter should be referred to the Attorney General.

Outsourced Vetting

8C.(1) For the purposes of section 16A(3) of the Act, where the relevant Commission outsources the vetting process, the relevant Commission shall forward the Vetting Form and such other information as may be necessary to the independent body.

(2) Upon completion of the vetting process, the independent body referred to in paragraph (1) shall submit to the relevant Commission a Vetting Report with its findings in relation to the individuals vetted in accordance with the agreement outsourcing the vetting process.

Procedure upon failure to obtain vetting clearance where vetting process is outsourced

8D.(1) Where the relevant Commission outsources the vetting process to an independent body pursuant to section 16A(3) of the Act, at the initial stage of vetting where the officer has not been granted vetting clearance, the independent body shall, within five working days, inform the officer, in writing,

- (a) that vetting clearance has not been initially granted and the reasons for the refusal to grant vetting clearance;
- (b) whether there are deficiencies identified by the independent vetting body, that can be immediately cured, which may impact the final vetting clearance; and
- (c) that he or she has a right to be heard within the time specified in paragraph (3).

(2) For the purposes of paragraph (1)(b), the independent body shall inform the officer of the steps to be undertaken by the officer to cure any deficiency identified and the time within which the officer is required to do so.

(3) For the purposes of paragraph (1)(c), the officer shall be given an opportunity to be heard within 30 days of the notice referred to in paragraph (1).

(4) The independent body shall, in accordance with such terms and conditions as may be specified in the agreement outsourcing the vetting process, determine whether it is necessary to re-vet an individual after

- (a) the individual has been given an opportunity to be heard;
or
- (b) steps have been taken to cure the recommended deficiencies in accordance with paragraph (2).

Vetting Report

8E. (1) The report referred to in regulation 8C(2) shall include the following information:

- (a) comprehensive details of all public officers who have not been granted vetting clearance;
- (b) the reason(s) for the refusal to grant vetting clearance in each case;
- (c) specific details regarding the opportunity the officer was given to be heard, including the date and time of the hearing, the facilitator, the outcome and conclusions;
- (d) whether the officer was re-vetted and if so, the reasons for re-vetting, or if he or she was not re-vetted the reasons for not re-vetting the officer;
- (e) any other information the relevant Commission may require; and
- (f) any other information that the Independent Body may consider necessary based on its findings.

(2) Subject to regulation 8B(4), (5) and (6), upon receiving the Vetting Report from the independent body, the relevant Commission shall consider the report and where vetting clearance was not granted, the relevant Commission shall

- (a) notify the officer as soon as practicable, through the Department of Human Resources, that vetting clearance was not granted, informing him or her of the decision of the relevant Commission and the reasons for the decision;
or
- (b) inform the Department of Human Resources that vetting clearance was not granted and require the Department to cause an investigation, through the Commissioner of Police to be carried out in relation to such particulars as may be the cause for the refusal of the vetting clearance and to submit a report on the investigation to the Commission through the Department of Human Resources.

(3) Upon the completion of the investigation referred to in paragraph (2)(b), the Commission shall consider the report prepared by the Commissioner of Police and advise the Governor in accordance with regulation 8B(6).

Relevant Commission required to report results of vetting

8F. (1) In the performance of its functions under the Constitution, the relevant Commission shall inform the Governor of the findings of the vetting process and its recommendations for every individual vetted.

(2) Notwithstanding any other regulation, where an officer is vetted pursuant to these Regulations, the Commission shall inform the Director of Human Resources, of the results of the vetting and the Director of Human Resources shall notify the relevant Head of Department, in writing, of the vetting results.

Right to seek redress

8G. The right of a member of the Service to be heard under these Regulations shall be without prejudice to his or her right to seek redress through any other action that is lawfully available to an aggrieved person.”.

Schedule 4 inserted

6. The principal Regulations is amended by inserting immediately after Schedule 3 the following new Schedule:

“SCHEDULE 4
FORM No. 1

(Regulation 8A(1))



VIRGIN ISLANDS VETTING FORM

This form must be completed by Public Officers. A vetting Guidance document will be available to support you through the vetting process.

The vetting process recognises its legal obligations under The Virgin Islands Constitution 2007, which sets out fundamental rights for individuals, and the Virgin Islands Data Protection Act, 2021. Those conducting the vetting acknowledge the requirements to secure 'Protected Information' whether it is communicated verbally, materially or held electronically as required under VI law. Any disclosed information will be treated in the strictest confidence but will not be immune from disclosure and consideration in respect of relevant disciplinary or criminal matters that may be revealed through or facilitated by vetting enquiries.

The personal data supplied will be managed confidentially, securely and in accordance with the Data Protection Act, 2021. Personal data will not be retained for longer than is necessary after which it will be disposed of securely.

To the applicant:

- **Do not falsify information – it is an offence** that may be punishable by law and/or may indicate a Breach of the Public Service Code - the information you provide must be true to the best of your knowledge.
- **Do not deliberately omit information** - you must be completely honest about offences you have committed in the past. Please provide as much information as possible concerning previous convictions unless they are 'Spent'. **Important** - a conviction is NOT 'Spent' if the prison term exceeds 30 months (Criminal Justice (Alternative Sentencing) Act, revised laws of the Virgin Islands. If it exceeds 30 months which is 2.5 years, then you **MUST** declare it on the vetting form. Please see the vetting Guidance document for more detail.
- **Do not leave any questions blank** - where a question does not apply, you must add N/A (Not Applicable), any question you can't answer you must add N/K (Not Known) and for both provide further information on the continuation sheet e.g., person in question is deceased. If there are questions left blank, the form will be returned to you.
- The vetting process may feel intrusive, but it is **vital** to be open and honest throughout.

Present Rank/Grade/Position and title of post held by applicant/officer:	

Contact numbers:			
Home:		Work:	
Mobile:		E-mail:	

Applicant		Spouse - Please include details of your current spouse (e.g., husband/wife/fiancé/even if you do not live together. Please also supply details of any Spouse from whom you have separated or divorced during the last three years. If necessary, use the continuation sheet. <i>Your spouse (whether separated or not) will only have background Police checks conducted on them.</i>	
Title (Mr/Mrs/Miss/Ms):		Title (Mr/Mrs/Miss/Ms):	
Surname:		Surname:	
Forename(s):		Forename(s):	
Date of Birth:		Date of Birth:	
Town & Country of birth:		Town & Country of birth:	
Any previous surname(s):		Any previous surname(s):	
Any other names/aliases:		Present occupation/post:	
Present occupation/post:		Years Together:	
Social Security Number:		Partner – e.g., your current girlfriend/boyfriend even if you do not	

Tax Identification Number (TIN):		live together. Please also supply details of any Partner from whom you have separated during the last three years. If necessary, use the continuation sheet. <i>Your partner (whether separated or not) will only have background Police checks conducted on them.</i>	
Passport Number:		Title (Mr/Mrs/Miss/Ms):	
Previous Law Enforcement Agency:		Surname:	
Registration Section:		Forename(s):	
Parcel Number:		Date of Birth:	
Block Number:		Town & Country of birth:	
		Any previous surname(s):	
		Present occupation/post:	
		Relationship & Years Together:	

Current address:		Current address: (if different)	
Address: Please describe as clearly as possible if there is no specific postal address.		Address: Please describe as clearly as possible if there is no specific postal address.	
Area/District:		Area/District:	
Island:		Island:	
Address since date:		Address since date:	
Name of Landlord/Owner:		Name of Landlord/Owner:	

Landlord/Owner Contact number:		Landlord/Owner Contact number:	
Landlord/Owner Contact email address:		Landlord/Owner Contact email address:	

Have you lived at any other address in the last five years? **Y / N**

If yes, please provide full details below and if necessary, use the continuation sheet.

Previous Address 1		Previous Address 2	
Address: Please describe as clearly as possible if there is no specific postal address.		Address: Please describe as clearly as possible if there is no specific postal address.	
Area/District:		Area/District:	
Island:		Island:	
Dates of occupancy:		Dates of occupancy:	
Name of Landlord/Owner:		Name of Landlord/Owner:	
Landlord/Owner Contact number:		Landlord/Owner Contact number:	
Landlord/Owner Contact email address:		Landlord/Owner Contact email address:	

Have you resided/travelled outside of the VI for longer than 12 months in the last three years? **Y / N**

If a 'yes', please indicate the circumstances/dates/location of where you were on the Continuation Sheet to allow checks to see if the law enforcement agency you are working for is aware. It is important you are honest, as checks can be made to verify if you were involved in something that may affect your vetting e.g., arrest or conviction.

Have you served in any law enforcement agency within the VI or outside of the VI? **Y / N**

If a 'yes', please indicate the dates/location of where you were employed on the Continuation Sheet and indicate the reasons for leaving.

Family Members - ONLY Police checks will be conducted.

There is a requirement to provide the details of young persons who are the age of criminal responsibility (10 years and older). Do not enter the details of young persons under 10 years old.

Please enter details of your children, including biological children, stepchildren or adopted children who are the age of 10 years and older. If you cannot provide full details for an individual, provide an explanation on the continuation sheet.

Young person (10 years and older)		Young person (10 years and older)	
Title (Mr/Mrs/Miss/Ms):		Title (Mr/Mrs/Miss/Ms):	
Surname:		Surname:	
Forename(s):		Forename(s):	
Date of Birth:		Date of Birth:	
Town & Country of birth:		Town & Country of birth:	
Any previous surname(s):		Any previous surname(s):	
Present occupation/post:		Present occupation/post:	
Address if different from your home address: Please describe as clearly as possible if there is no specific postal address.		Address if different from your home address: Please describe as clearly as possible if there is no specific postal address.	
Relationship (please state if biological, step or adopted)		Relationship (please state if biological, step or adopted)	

Young person (10 years and older)	
Title (Mr/Mrs/Miss/Ms):	
Surname:	
Forename(s):	
Date of Birth:	
Town & Country of birth:	
Any previous surname(s):	
Present occupation/post:	
Address if different from your home address: Please describe as clearly as possible if there is no specific postal address.	
Relationship: (please state if biological, step or adopted)	

Young person (10 years and older)	
Title (Mr/Mrs/Miss/Ms):	
Surname:	
Forename(s):	
Date of Birth:	
Town & Country of birth:	
Any previous surname(s):	
Present occupation/post:	
Address if different from your home address: Please describe as clearly as possible if there is no specific postal address.	
Relationship: (please state if biological, step or adopted)	

Parents - ONLY Police checks will be conducted.

Please provide details of your parents and any partners they have, using the continuation sheet, if necessary. If you cannot provide full details for an individual, provide an explanation on the continuation sheet.

Father	
Title (Mr/Mrs/Miss/Ms):	
Surname:	
Forename(s):	
Date of Birth:	
Town & Country of birth:	
Any previous surname(s):	

Mother	
Title (Mr/Mrs/Miss/Ms):	
Surname:	
Forename(s):	
Date of Birth:	
Town & Country of birth:	
Any previous surname(s):	

Present occupation/post:		Present occupation/post:	
Address: Please describe as clearly as possible if there is no specific postal address.		Address: Please describe as clearly as possible if there is no specific postal address.	

Any other parental figure not listed above		Any other parental figure not listed above	
Title (Mr/Mrs/Miss/Ms):		Title (Mr/Mrs/Miss/Ms):	
Surname:		Surname:	
Forename(s):		Forename(s):	
Date of Birth:		Date of Birth:	
Town & Country of birth:		Town & Country of birth:	
Any previous surname(s):		Any previous surname(s):	
Present occupation/post:		Present occupation/post:	
Address: Please describe as clearly as possible if there is no specific postal address.		Address: Please describe as clearly as possible if there is no specific postal address.	

Co-Residents - ONLY Police checks will be conducted.

Please supply full details of any person who resides at your home address unless they are already listed above. If you cannot provide full details for an individual, you must provide an explanation on the continuation sheet.

Co-Resident		Co-Resident	
Title (Mr/Mrs/Miss/Ms):		Title (Mr/Mrs/Miss/Ms):	
Surname:		Surname:	

Forename(s):		Forename(s):	
Date of Birth:		Date of Birth:	
Town & Country of birth:		Town & Country of birth:	
Any previous surname(s):		Any previous surname(s):	
Present occupation/post:		Present occupation/post:	
Relationship to you:		Relationship to you:	

Co-Resident		Co-Resident	
Title (Mr/Mrs/Miss/Ms):		Title (Mr/Mrs/Miss/Ms):	
Surname:		Surname:	
Forename(s):		Forename(s):	
Date of Birth:		Date of Birth:	
Town & Country of birth:		Town & Country of birth:	
Any previous surname(s):		Any previous surname(s):	
Present occupation/post:		Present occupation/post:	
Relationship to you:		Relationship to you:	

Associations/Associates – ONLY Police checks will be conducted.

Please declare all associations/associates which includes family members, close friends, business partners that may cause a conflict of interest to you in your role. Criminal convictions will be a matter of public record.

If your associate has been arrested or has a criminal conviction e.g., for Illicit substances (drugs), Firearms, Fraud, Assault, Sexual Assault then it must be documented in writing on the continuation sheet provided later in this form (this list is not exhaustive – if in doubt please complete as much detail as you can on the continuation form).

The definition of an ‘associate’ is not only someone that you have met ‘in person’, but an ‘associate’ can be someone you only or mainly speak to by phone, social media, or any other communication channel.

Associate/Friend		Associate/Friend	
Title (Mr/Mrs/Miss/Ms):		Title (Mr/Mrs/Miss/Ms):	
Surname:		Surname:	
Forename(s):		Forename(s):	
Date of Birth:		Date of Birth:	
Town & Country of birth:		Town & Country of birth:	
Any previous surname(s):		Any previous surname(s):	
Present occupation/post:		Present occupation/post:	
Relationship to you: e.g., cousin		Relationship to you: e.g., cousin	
Why do you consider them as a conflict of interest? (Provide a summary)		Why do you consider them as a conflict of interest? (Provide a summary)	

Please use the continuation sheet if there is insufficient space for any of your answers.

Security Information

- Those applying to become a member of Service must **disclose** all criminal convictions with no exceptions (unless they are now considered as ‘Spent’ convictions as per the Criminal Justice (Alternative Sentencing) Act, revised laws of the Virgin Islands, **only** relevant to the Virgin Islands. The Vetting Guidance document will contain more detail. Please see the vetting Guidance document for more information.
 - Applicants must also declare ANY arrest for any offence regardless of outcome but again the legislation governing ‘Spent’ convictions applies.
- It is your responsibility to ensure that you complete this form truthfully, fully and accurately.**

In addition, you must declare if you:

- Were involved in a criminal investigation, including being arrested or interviewed under caution (either under arrest or as part of a voluntary attendance), whether or not this had led to further action or a prosecution. **Y / N**
- Had any involvement with any military authority from any country or dependency for any disciplinary matters (whether involving a court martial or not). **Y / N**
- Were involved in either alleged or found misconduct or disciplinary proceedings in any employment, whether as a paid employee or as a volunteer. **Y / N**
- Have any impending prosecutions. **Y / N**

If you have answered ‘yes’ to any of the above, please provide details on the following page:

Police/Criminal Investigations (inc. impending prosecutions)			
Offence	Result	Country/Court/Police station	Date

Disciplinary and Misconduct Proceedings (including military)			
Organisation	Details	Findings/Outcome	Date

Military Service History	
Have you ever served in any of the Armed Forces?	Y / N
If yes , please provide full details of your service and discharge below	

Social Media

When carrying out open source checks it will be so from the point of view of the public or a journalist and only look at information that is publicly available. It is in your interest to declare this information so we can assist with identifying any potential risk to you or the organisation. You may wish to check your social media for any content which may be considered inappropriate for an individual working for or with the Service.

Financial Declarations

You are being asked about your financial status and history to help identify any potential risks, for example if you are in financial difficulty or don't spend money sensibly, you could be at risk of pressure or bribery.

This forms part of the risk assessment in assessing if you are vulnerable to pressure from dishonest individuals or groups or are involved with them already and may need help. It is critical this information is provided because it is a measure of your honesty and integrity.

Financial Information		
All questions relate to the applicant only .		
You must provide evidence of your financial situation e.g., bank statements, credit card statements, and loan agreements, alongside this vetting form (they will not be shared with anyone else and will comply with the DPA). In addition, include all income not documented through formal employment (whether locally or internationally). You may provide an explanation on the continuation sheet. - see the Guidance on how to share the supporting documents.		
In the last ten years, have you:		If yes, please provide full details in the answer boxes below or on the continuation sheet
Ever been registered bankrupt? Provide details of whether you are currently registered bankrupt or provide date of discharge	Y / N	
If yes, have your bankruptcy debts been discharged? If yes, when?	Y / N	
Been the subject of an adverse financial court judgment?	Y / N	

Had a loan arrangement terminated by a bank/finance house/other financial institution?	Y / N	
Had a credit/charge/store or cheque/debit card withdrawn?	Y / N	
Been served with a default notice on any credit agreement?	Y / N	
Had repossession proceedings commenced against you?	Y / N	
Made any deposits over \$10,000?	Y / N	
Received any deposits over \$10,000?	Y/N	
Made money transfers (either locally or abroad) using money transfer companies like Western Union?	Y/N	
Opened or accessed an offshore account of which you have a financial interest either on the VI or globally?	Y / N	
Taken part in an informal savings club (Partner Hand/Susu)?	Y / N	

Continuation Sheet

Please provide any further details below

DECLARATION

- I consent to the information provided on this form being used by the for the purposes of vetting. I acknowledge that ONLY background police checks will be conducted on anyone else I have provided details of on this form.
- I understand it is my responsibility to inform those named on the form that their details have been provided for the purpose of my vetting application except for those added as a 'conflict of interest'.
- I consent to financial checks being completed to verify my financial status and understand that all such information will be treated in confidence.
- I understand that open-source media checks on me only will be conducted as part of the vetting process.
- The information I have provided will be held on the VI vetting computer system as part of the vetting process, in line with the VI 'Data Protection Act' 2021.
- I consent to my personal information, for the purposes of vetting, being shared with police forces and relevant security agencies in other countries.
- I will report as soon as practicable any material changes in the information I have given.
- I understand that if I knowingly make a false statement or deliberate omission with the information provided, this may affect my suitability for vetting clearance. I might be disqualified from working for HM Customs, Immigration Dept, Royal Virgin Islands Police Force or HM Prison Service and may be liable for disciplinary action.
- I declare that the information I have given is true and complete to the best of my knowledge and belief.
- I understand that the information provided as part of the vetting process will be treated in the strictest confidence but will not be immune from disclosure and consideration in respect of relevant disciplinary or criminal matters that may be revealed through or facilitated by vetting enquiries. Where this is the case, information provided in this questionnaire may be disclosed in any subsequent proceedings.
- I acknowledge that my vetting will be subject to ongoing review and renewal during my employment.

Signature

Date

FORM No. 2

(Regulations 8A(2), (6))



**VIRGIN ISLANDS VETTING CONSENT FORM: THIRD PARTY
DISCLOSURE OF FINANCIAL INFORMATION**

Please complete this consent form to allow the Public Officer being vetted to share the financial information that is of joint interest with you. For example, a joint bank account whether you are their business partner or spouse.
Third party includes anyone that has a joint financial interest with the officer being vetted.

A vetting Guidance document will be available to support you through the vetting process.

To the third party:

- Do not falsify information – it is an offence that may be punishable under Section 124 of the Criminal Code - the information you provide must be true to the best of your knowledge.
- Do not leave any questions blank - where a question does not apply, you must add N/A (Not Applicable), any question you can't answer you must add N/K (Not Known) and for both provide further information on the continuation sheet e.g., person in question is deceased. If there are questions left blank, the form will be returned to you.

Third-Party Consent Form

Third-Party Details
Full name:
Address:
Telephone Number:
Relationship to the officer:
Public Officer/Applicant Details
Full name:
Declaration
<ul style="list-style-type: none">• I consent to the information provided on this form being used for the purposes of vetting.

- I consent to financial checks being completed to verify the financial status of the public officer/applicant.
- I acknowledge that only the public officer/applicant is subject to the financial checks and my consent is purely to enable those checks.
- I will report as soon as practicable any material changes in the information I have given.
- I understand that if I knowingly make a false statement or deliberate omission with the information provided, this may affect the public officer/applicant's suitability for vetting clearance.
- I declare that the information I have given is true and correct to the best of my knowledge and belief.

I understand that the information provided as part of the vetting process will be treated in the strictest confidence but will not be immune from disclosure and consideration in respect of relevant disciplinary or criminal matters that may be revealed through or facilitated by vetting inquiries. Where this is the case, information provided in this consent form may be disclosed in any subsequent proceedings.

Signature:

Date:

Made by the Governor this 12th day of December, 2024.

(Sgd.) Daniel Pruce,
Governor.