



Historic Royal Palaces is the independent charity that looks after the Tower of London, Hampton Court Palace, the Banqueting House, Kensington Palace and Kew Palace. We help everyone explore the story of how monarchs and people have shaped society, in some of the greatest palaces ever built.

We receive no funding from the Government or the Crown, so we depend on the support of our visitors, members, donors, volunteers and sponsors.

Vetting Information Sheet for RSN Students

Introduction

This is an information sheet to assist with your application for a Basic Clearance Check.

Why does HRP carry out Vetting?

HRP are required to follow the BPSS (Baseline Personnel Security Standard) which are Vetting Requirements set out by the Government. As an RSN Student studying at our Hampton Court Palace site, you are required to go through a Basic Clearance check. Once you have Security Clearance you will then be issued with a HRP Security Pass.

What is the Vetting Process?

The process is:

Stage 1	Once you have booked your course through the RSN, the RSN will then forward Sinead Southam (HRP Vetting Officer) your contact details.
Stage 2	The HRP Vetting Officer will then email you with the online login details for the Clearance site.
Stage 3	Once you have completed your online application you will then need to provide your ID to the HRP Vetting Officer. Details regarding this will feature in the email that the HRP Vetting Officer will send you when you contact them to commence your clearance application. Applications cannot be sent off for processing without ID.
Stage 4	Once the HRP Vetting Officer has your ID, they can then send

	your online application off for processing. Estimated Turnaround time is up to 14 working days, once your clearance is back, you will receive an email from the HRP Vetting Officer, and they will advise you how and when to collect your Security Pass.
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What ID do I need to provide for my Vetting Application?

The HRP Vetting Officer will send you a Clearance Application pack by email, the ID list will be included in the pack.

What if all my bank statements/utility bills are online?

If all your bank statements/utility bills are online you will be able to order an original document from your bank/utility supplier, this should take around 3-5 working days to arrive.

Please note, the ID list has 31 options of ID to provide, you do not necessarily have to provide a bank or utility bill, there are other options.

What if my bank statements/utility bills are in joint names or my partner's name?

We can accept bank statements/utility bills that are in joint names as long as it shows your full name or initial and surname. If your bank statements/utility bills are in your partner's name you will need to try and obtain a document that has your name and address on.

What if I do not have a Primary Form of ID from the ID list?

If you do not have at least one form of ID from the Primary ID list, then we will not be able to apply for your clearance. You will need to contact Sinead Southam in Vetting on 0203 166 6586 to discuss further.

I am not a UK Resident, and have no UK address history, what do I do?

Not a problem, you can still apply for a clearance but it will not be one through HRP. Instead what you will need to do is apply for a 'Certificate of Good Conduct' also known as a Police Certificate from the Country you currently reside in.

I have only just moved here, and do not have a complete recent 3 year UK address history, what should I do?

Please contact the HRP Vetting Officer Sinead Southam on 0203 166 6586 or email: sinead.southam@hrp.org.uk to discuss further. It may be the case that you are required to go through the HRP check to cover your period in the UK and also apply for a 'Certificate of Good Conduct' from your embassy.

What happens if there is any negative information found on my checks?

If there is detrimental information, we will contact you for further information, unless you have already provided this.

How long will my check take?

Each individual case is different however if you have provided all the relevant documents this should take up to 14 working days.

What if I do not have access to the internet to complete the link?

You will need to attend your local library or obtain internet access to complete this.

How will I know when my vetting check is complete?

You will receive an email from the HRP vetting officer, advising you checks are complete.

What is done with my information?

A copy of your documents for your clearance check are kept on file. These checks are not shared with anyone. We keep this information for a period of 3 years which is the period your clearance is valid for.

Who can I contact if I have any questions?

You can contact the HRP Vetting Officer Sinead Southam on 0203 166 6586 or email: sinead.southam@hrp.org.uk