



Home Office

# Police National Computer (PNC)

## Police National Computer (PNC)

### About this guidance

<p><a href="#">What is the Police National Computer and who can access it?</a></p> <p><a href="#">Legislation and Home Office access to Police National Computer</a></p> <p><a href="#">Requesting Police National Computer checks</a></p> <p><a href="#">Updating the Police National Computer records</a></p>	<p>This guidance explains the information held on the Police National Computer (PNC).</p> <p>The guidance provides the following information about the PNC:</p> <ul style="list-style-type: none"><li>• what information it holds</li><li>• the legislation that covers your access to it</li><li>• what access Home Office staff have to it, and</li><li>• system security.</li></ul> <p>For more details of the PNC services, see related link.</p> <p>Changes to this guidance - This page lists the changes to this guidance, with the most recent at the top.</p> <p>Contacts - This page explains who to contact for more help or advice.</p> <p>Information owners - This page tells you about this version of the document and who owns it.</p>	<p><b>In this section</b></p> <p><a href="#">Changes to this guidance</a></p> <p><a href="#">Contact</a></p> <p><a href="#">Information owner</a></p> <p>Links to staff intranet removed</p>
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## Police National Computer (PNC)

### Changes to this guidance

<p><a href="#">About this guidance</a></p> <p><a href="#">What is the Police National Computer and who can access it?</a></p> <p><a href="#">Legislation and Home Office access to Police National Computer</a></p> <p><a href="#">Requesting Police National Computer checks</a></p> <p><a href="#">Updating the Police National Computer records</a></p>	<p>This page lists changes to the 'Police National Computer (PNC)' guidance, with the most recent at the top.</p> <table border="1"> <thead> <tr> <th data-bbox="488 464 831 507">Date of the change</th> <th data-bbox="831 464 1532 507">Details of the change</th> </tr> </thead> <tbody> <tr> <td data-bbox="488 507 831 1434">23 January 2014</td> <td data-bbox="831 507 1532 1434"> <p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> <li>• What is the Police National Computer and who can access it?                             <ul style="list-style-type: none"> <li>○ paragraph under the first set of bullet points deleted.</li> <li>○ second set of bullet points and paragraph below is new content.</li> </ul> </li> <li>• Legislation and Home Office access to PNC:                             <ul style="list-style-type: none"> <li>○ sub-heading 'The legislation you can make a PNC check under' second bullet point deleted</li> <li>○ paragraph below the restricted box deleted.</li> </ul> </li> <li>• Police National Computer (PNC): security check:                             <ul style="list-style-type: none"> <li>○ sub-heading 'levels of access to the PNC' bullet points below the restricted box have been deleted.</li> </ul> </li> <li>• Requesting Police National Computer checks:                             <ul style="list-style-type: none"> <li>○ restricted box, second set of bullet points and paragraph below deleted.</li> </ul> </li> </ul> </td> </tr> </tbody> </table>	Date of the change	Details of the change	23 January 2014	<p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> <li>• What is the Police National Computer and who can access it?                             <ul style="list-style-type: none"> <li>○ paragraph under the first set of bullet points deleted.</li> <li>○ second set of bullet points and paragraph below is new content.</li> </ul> </li> <li>• Legislation and Home Office access to PNC:                             <ul style="list-style-type: none"> <li>○ sub-heading 'The legislation you can make a PNC check under' second bullet point deleted</li> <li>○ paragraph below the restricted box deleted.</li> </ul> </li> <li>• Police National Computer (PNC): security check:                             <ul style="list-style-type: none"> <li>○ sub-heading 'levels of access to the PNC' bullet points below the restricted box have been deleted.</li> </ul> </li> <li>• Requesting Police National Computer checks:                             <ul style="list-style-type: none"> <li>○ restricted box, second set of bullet points and paragraph below deleted.</li> </ul> </li> </ul>	<p><b>Related links</b></p> <p><a href="#">Contact</a></p> <p><b>See also</b></p> <p><a href="#">Information owner</a></p> <p><a href="#">What is the Police National Computer and who can access it?</a></p> <p><a href="#">Legislation and the Home Office access to PNC</a></p> <p><a href="#">Police National Computer (PNC): security</a></p> <p><a href="#">Requesting Police National Computer checks</a></p> <p><a href="#">Police National Computer (PNC) printouts</a></p> <p><a href="#">Updating Police</a></p>
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		<ul style="list-style-type: none"> <li>○ content below the restricted box deleted.</li> <li>○ second restricted box deleted.</li> <li>● Police National Computer (PNC) printouts: <ul style="list-style-type: none"> <li>○ page re-named.</li> <li>○ first paragraph re-worded.</li> <li>○ new sub-heading 'PNC printouts' and content below.</li> </ul> </li> <li>● Updating Police National Computer records: <ul style="list-style-type: none"> <li>○ first sub-heading changed,</li> <li>○ sub-heading 'If you work on a former HM Revenue &amp; Customs team' and content below deleted.</li> </ul> </li> <li>● Minor housekeeping and Plain English changes.</li> </ul>		<p><a href="#">National Computer records</a></p> <p>Links to staff intranet removed</p>
	22 July 2013	<p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> <li>● Contact: <ul style="list-style-type: none"> <li>○ change to the contact information in the restricted box</li> </ul> </li> <li>● Minor housekeeping changes.</li> </ul>		
		<p>For previous changes you will need to access the archived guidance. See related link: Police national computer – archive.</p>		

## Police National Computer (PNC)

### What is the Police National Computer and who can access it?

<p><a href="#">About this guidance</a></p> <p><a href="#">Legislation and Home Office access to Police National Computer</a></p> <p><a href="#">Requesting Police National Computer checks</a></p> <p><a href="#">Updating the Police National Computer records</a></p>	<p>This section tells you about the Police National Computer (PNC) and who can access the information it holds.</p> <p>The PNC is a national database of information available to all police forces and law enforcement agencies throughout:</p> <ul style="list-style-type: none"><li>• England</li><li>• Scotland</li><li>• Wales</li><li>• Northern Ireland</li><li>• the Isle of Man</li><li>• the Channel Islands, and</li><li>• the British Transport Police.</li></ul> <p>The following are some of the details held by PNC:</p> <ul style="list-style-type: none"><li>• personal descriptions (not given by PNC bureau)</li><li>• bail conditions (not given by PNC bureau)</li><li>• convictions</li><li>• custodial history</li><li>• wanted or missing reports</li><li>• warning markers</li><li>• pending prosecutions</li><li>• disqualified driver records</li><li>• cautions</li><li>• drink drive related offences</li><li>• reprimands</li><li>• formal warnings.</li></ul>	<p><b>In this section</b></p> <p><a href="#">What information is on the Police National Computer</a></p> <p>Links to staff intranet removed</p>
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	<p>The Association of Chief Police Officers (ACPO) has produced national standards for recording non police prosecuting agencies (NPPA) prosecutions on the PNC. For more information see related link.</p>	
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## Police National Computer (PNC)

### What information is on the Police National Computer (PNC)?

<p><a href="#">About this guidance</a></p> <p><a href="#">What is the Police National Computer and who can access it?</a></p> <p><a href="#">Legislation and Home Office access to Police National Computer</a></p> <p><a href="#">Requesting Police National Computer checks</a></p> <p><a href="#">Updating the Police National Computer records</a></p>	<p>This page tells you the type of information the Police National Computer (PNC) holds.</p> <p><b>Computerised information on the PNC</b></p> <p>The PNC holds details of people who are, or were, of interest to UK law enforcement agencies because they:</p> <ul style="list-style-type: none"><li>• have convictions for criminal offences</li><li>• are subject to the legal process, for example waiting to appear at court</li><li>• are wanted</li><li>• have certain court orders made against them</li><li>• are missing or have been found</li><li>• have absconded (escaped) from specified institutions</li><li>• are disqualified from driving by a court</li><li>• have a driver record held at the Driver and Vehicle Licensing Agency (DVLA)</li><li>• hold a firearm certificate.</li></ul> <p><b>Vehicle information on the PNC</b></p> <p>PNC also holds details of UK registered vehicles, these details are exactly the same as those held by the DVLA, and include:</p> <ul style="list-style-type: none"><li>• vehicle details:<ul style="list-style-type: none"><li>○ registration number</li><li>○ make</li><li>○ colour, and</li><li>○ modifications of vehicles as well as details of cherished transfers of registration plates</li></ul></li><li>• registered keeper details:<ul style="list-style-type: none"><li>○ name</li><li>○ address, and</li></ul></li></ul>	
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	<ul style="list-style-type: none"><li>○ date since acquired</li><li>● DVLA markers</li><li>● police reports, and</li><li>● vehicle insurance details</li></ul>	
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## Police National Computer (PNC)

### Legislation and Home Office access to PNC

<p><a href="#">About this guidance</a></p> <p><a href="#">What is the Police National Computer and who can access it?</a></p> <p><a href="#">Requesting Police National Computer checks</a></p> <p><a href="#">Updating the Police National Computer records</a></p>	<p>This page explains when you can check the Police National Computer (PNC) and which legislation the checks must relate to.</p> <p><b>The legislation you can make a PNC check under</b> You must only make PNC checks for immigration purposes defined in section 20(3) of the 1999 Immigration and Asylum Act. For more information on the act, see related link.</p> <p>If you access the PNC you must always follow the PNC operating procedures. For more information, see related link: Police National Computer (PNC) services.</p> <p><b>Home Office staff access to PNC</b> As well as all police forces and law enforcement agencies, approved organisations and government departments can access the system for specific purposes. If you need to carry out a PNC check as part of your official duties you can contact:</p> <div data-bbox="465 885 1769 1412" style="border: 2px solid red; padding: 10px;"><p style="text-align: center;">Restricted information – not for disclosure – start of section</p><p>The information in this page has been removed as it is restricted for internal Home Office use only.</p></div>	<p><b>In this section</b></p> <p><a href="#">Police National Computer- system security</a></p> <p>Links to staff intranet removed</p>
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Restricted information – not for disclosure – end of section

If you often need access to PNC as part of your work you can apply for direct access. Once accepted all users must read and sign a copy of the PNC security operating procedures and fully comply with all of the set terms and regulations. Any breach of security must be reported to the bureau manager without delay.

For more information about PNC security operating procedure see related link.

For more information on the PNC services available to the Home Office see related link.

## Police National Computer (PNC)

### Police National Computer (PNC): system security

<p><a href="#">About this guidance</a></p> <p><a href="#">What is the Police National Computer and who can access it?</a></p> <p><a href="#">Legislation and Home Office access to Police National Computer</a></p> <p><a href="#">Requesting Police National Computer checks</a></p> <p><a href="#">Updating the Police National Computer records</a></p>	<p>This page explains about security of the Police National Computer (PNC) and what is considered misuse of the system.</p> <p><b>Misuse of the system</b></p> <p>You must remember the PNC is not a Home Office computer system and you must take great care to make sure you do not misuse it.</p> <p>As it is possible to conduct a PNC check using only a partial name, you must be aware that it is illegal to perform speculative searches on the PNC.</p> <p>The Association of Chief Police Officers (ACPO) own the PNC system and it is managed and controlled by the Home Office. ACPO have the right to withdraw the use of PNC from the Home Office if they have reason to believe it has been misused.</p> <p>Two important rules you must follow are:</p> <ul style="list-style-type: none"><li>• only use PNC data for official use</li><li>• never pass or discuss PNC information to those who do not need to see it or know about it.</li></ul> <p><b>Levels of access to the PNC</b></p> <p>Restricted information – do not disclose – start of section</p> <p>The information in this page has been removed as it is restricted for internal Home Office use only.</p> <p>Restricted information – do not disclose – end of section</p> <p><b>Restricted information</b></p> <p>The PNC system is protectively marked as 'RESTRICTED' in line with the government</p>	
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	<p>protective marking system (GPMS).</p>	
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Although individual entries are not always protectively marked you must treat them as 'RESTRICTED' unless you are informed otherwise.

## Police National Computer (PNC)

### Requesting Police National Computer checks

<p><a href="#">About this guidance</a></p> <p><a href="#">What is the Police National Computer and who can access it?</a></p> <p><a href="#">Legislation and Home Office access to Police National Computer</a></p> <p><a href="#">Updating the Police National Computer records</a></p>	<p>This section tells you how to request a Police National Computer (PNC) check and the process to follow if you need to keep the print.</p> <p><b>Requesting checks on the PNC</b></p> <p>Once you are satisfied there is a genuine need to make a PNC check and you have enough details of the suspect you must submit the check the request as below:</p> <div data-bbox="465 590 1769 1417" style="border: 2px solid red; padding: 10px;"><p style="text-align: center;">Restricted – do not disclose – start of section</p><p>The information in this page has been removed as it is restricted for internal Home Office use only.</p></div>	<p><b>In this section</b></p> <p><a href="#">Keeping Police National Computer prints</a></p> <p>Links to staff intranet removed</p>
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The information in this page has been removed as it is restricted for internal Home Office use only.

Restricted – do not disclose – end of section

## Police National Computer (PNC)

### Police National Computer (PNC) printouts

<p><a href="#">About this guidance</a> <a href="#">What is the Police National Computer and who can access it?</a> <a href="#">Legislation and Home Office access to Police National Computer</a> <a href="#">Requesting Police National Computer checks</a> <a href="#">Updating the Police National Computer records</a></p>	<p>This page tells you what computer printouts are available from the Police National Computer (PNC) and the process you must follow if you have to keep a PNC printout.</p> <p><b>PNC printouts</b></p> <p>The range of printouts available from PNC depends on each individual case and who requests the check. The printouts available are:</p> <ul style="list-style-type: none"><li>• Disclosure prints: these provide the list of all convictions with any impending prosecutions in relation to the person together with details of wanted or missing reports, if available.</li><li>• Court prints: this option is only available to staff who need the PNC information to be presented as part of legal proceedings.</li></ul> <p>Printouts must be treated in the same way as access to the PNC. The PNC is protectively marked at RESTRICTED in line with the Government Protective Marking Scheme.</p> <p>You must deal with PNC printouts in the same way as the PNC security operating procedures. If you fail to do so you could be disciplined and possibly prosecuted.</p> <p>For more information see related links:</p> <ul style="list-style-type: none"><li>• PNC Security operating procedure.</li><li>• Police National Computer (PNC) Services.</li></ul> <p>Courts often require a printout which shows a defendant's antecedents (criminal record). All PNC requests must be authorised by a chief immigration officer (CIO), higher executive officer (HEO) or above before being submitted to the bureau. You must make sure the authorising officer is copied into the email request for bureau audit trails.</p>	<p>Links to staff intranet removed</p>
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Although a PNC antecedent printout shows information that is or has been in the public domain, you must take care with the security whilst keeping these printouts. You must make a daybook entry which shows:

- how many copies of the printout are made
- if copies are given to the court, prosecution or defence solicitors, or counsel, and
- when and who the copies were given to.

At the end of the trial, you must:

- collect these printouts and record this in a daybook entry
- keep the PNC printouts with the case papers, which are retained for:
  - six years, or
  - if a prison sentence in excess of six years is given, the case papers are retained for the length of the sentence plus one year.

After this time, you must:

- destroy the PNC printouts, and
- make a daybook entry to record the destruction.

You must not release any other PNC printouts which relate to a suspect. You must, as officer in charge of a case, get the PNC printouts and attach them to the case papers. The disclosure officer only reviews the PNC printouts and the case papers.



## Police National Computer (PNC)

### Updating Police National Computer records

<p><a href="#">About this guidance</a></p> <p><a href="#">What is the Police National Computer and who can access it?</a></p> <p><a href="#">Legislation and Home Office access to Police National Computer</a></p> <p><a href="#">Requesting Police National Computer checks</a></p>	<p>This page tells immigration enforcement staff working in criminal investigation, how to update a Police National Computer (PNC) record and why it is important.</p> <p><b>How to update a PNC record</b></p> <p>When you arrest a suspect, you must enter their details onto the PNC system as quickly as possible.</p> <p>You must use a police PNC bureau to record an arrested person's details. As part of the custody process at a police station you must complete and submit a police input PNC document which then updates the PNC record.</p> <p>The custody sergeant will give you the details you need to submit this document.</p> <p><b>Arrest or summons number</b></p> <p>The custody sergeant will also create an arrest and summons (AS) number for the arrested person. You must use this number on any court papers you submit for this person.</p> <p><b>Source input documents</b></p> <p>The Home Office cannot update PNC so if you do not have an AS number you must use the following documents to create a PNC record:</p> <ul style="list-style-type: none"><li>• PNC form NPA01, this is a notification of proceedings form</li><li>• PNC form NPA02, this is a continuation form and you use it for additional offences and modus operandi (the way an offence was committed).</li></ul> <p>You must:</p> <ul style="list-style-type: none"><li>• complete the blue highlighted sections on these forms, and</li><li>• submit the forms by secure email to your local police force PNC bureau (your local</li></ul>	<p>Links to staff intranet removed</p>
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police will provide you with their PNC bureau contact details).

The PNC bureau will then:

- create the PNC record for you, and
- generate the AS number which they will return to you by return email.

You must use this number on any court papers you submit because the AS number is used to track any court appearances, or results. The magistrates' court electronically send the results direct to the PNC for update.

However, for Crown court results, you must submit by secure email to your local police force PNC bureau the:

- PNC form NPA03, this is a notification of Crown court disposal and other case outcomes such as:
  - no further action, or
  - case withdrawn.

For all the above PNC NPA forms, see related links.

For more information on how non-police prosecuting agencies, such as the Home Office, must record prosecutions on the PNC see related link: [Non-police prosecuting agencies](#).

## Police National Computer (PNC)

### Contact

<p><a href="#">About this guidance</a></p> <p><a href="#">What is the Police National Computer and who can access it?</a></p> <p><a href="#">Legislation and Home Office access to Police National Computer</a></p> <p><a href="#">Requesting Police National Computer checks</a></p> <p><a href="#">Updating the Police National Computer records</a></p>	<p>This page explains who to contact if you need more help with a question about the Home Office's use of the Police National Computer (PNC) and the forms that you complete.</p> <p>If you have read this guidance and still need more help, you must first ask your line manager.</p> <p>If you need further help you may contact:</p> <div style="border: 2px solid red; padding: 5px; text-align: center;"><p>Restricted – do not disclose – start of section</p><p>The information in this page has been removed as it is restricted for internal Home Office use only.</p><p>Restricted – do not disclose – end of section</p></div> <p>Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact the policy team, using the related link: Email: Criminal investigation operational guidance who will ask the MGT to update the guidance, if appropriate.</p> <p>The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the related link: Email: Modernised guidance team.</p>	<p><b>In this section</b></p> <p><a href="#">Changes to this guidance</a></p> <p><a href="#">Information owner</a></p> <p>Links to staff intranet removed</p>
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## Police National Computer (PNC)

### Information owner

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This page tells you about this version of 'Police National Computer (PNC)' guidance and who owns it.

Version	5.0
Valid from date	23 January 2014
Policy owner	Official – sensitive: information removed
Cleared by director	Official – sensitive: information removed
Director's role	Official – sensitive: information removed
Clearance date	29 June 2012
This version approved for publication by	Official – sensitive: information removed
Approver's role	Official – sensitive: information removed
Approval date	13 January 2014

Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact the policy team, using the related link: Email: Criminal investigation operational guidance who will ask the MGT to update the guidance, if appropriate.

The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the related link: Email: Modernised guidance team.

### In this section

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Links to staff intranet removed