

Nationality & Settlement Checking Services Adviser Competence Statement

This application for an applicant adviser applying for registration with the OISC is for the use of local authority Nationality & Settlement Checking Services (N&SCS) staff only.

Name:

Also/previously
known as:

Gender:

Date of birth:

Nationality:

Local Authority:

National Insurance number:

Type of checking service

Please tick which checking service(s) you will provide

Nationality Checking Service Settlement Checking Service

Proof of identity and of right to work

If you are a British National or European Union citizen, you must provide a legible copy of your passport or European Union identity card as proof of right to work.

You must demonstrate that you have valid leave to remain and right to work in the United Kingdom for a minimum of 18 months at the point of application.

If you are neither a British National nor a European Union Citizen, you will need to provide a copy of your stamped passport or other relevant documents to prove your right to work in the UK.

Applicants should send copies of the above documentation directly to the OISC.

Please do not forward original documents.

DBS Check – Please enclose your DBS application form or a copy of your DBS certificate and your Post Office ID checking service form receipt.

Declaration

In the last five years have you traded under a different name or been known by a different name?		If yes, give details.
Have you previously been registered with the OISC?		If yes, please state organisation and adviser reference numbers:
Are you subject to any restrictions on your residence in or permission to work in the United Kingdom? Please note you must have a minimum of 18 months Leave to Remain in the United Kingdom.		If yes, give details.
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? and/or Are you currently subject to any criminal proceedings in the UK or abroad?		If yes, give details.
Have you ever been a Barrister, Solicitor, Advocate or member of CILEX, or supervised by one of the above?		If yes, give details.
Have you ever been subject to disciplinary action or intervention by a Designated Professional Body, e.g. The Law Society or Bar Council or overseas body equivalent to the OISC?		If yes, give details.
Are you prohibited by The Law Society's Rules or equivalent from being employed as a solicitor's clerk?		If yes, give details.
Have you ever been declared bankrupt?		If yes, give details.
Have you ever been disqualified or banned from being a director of a company?		If yes, give details.
Have you been sued by a client or made a claim on your professional indemnity insurance in the last five years?		If yes, give details.
Have you ever been disqualified as acting as a charity trustee?		If yes, give details.

Declaration

In making this application to be registered with the OISC, I confirm that:

- I am aware of the work permitted at Level I in the category Immigration, which is referred to in the Commissioner's [Guidance on Competence](#). I will only provide immigration advice and services as agreed between the OISC, UKVI Nationality and Settlement Groups and with the LGA.
- I have read and understand my obligations in relation to **all** the [Commissioner's Codes](#).
- I have undertaken training designed by the UKVI Nationality and Settlement Groups (as relevant).
- I will undertake continued professional development as agreed between the OISC, the UKVI Nationality and Settlement Groups and the LGA.
- 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 given in this application form may need to be checked against the records of other agencies, including the Police, and I consent to this.
- I give permission for the OISC to have access to any information held about me by The Legal Services Commission, The Law Society of England and Wales, The Law Society of Scotland, The Law Society of Northern Ireland, The Institute of Legal Executives, The General Council of the Bar, The Faculty of Advocates or The General Council of the Bar of Northern Ireland.
- I undertake to notify the OISC of any material changes in the information I have given in this application.
- I understand that any false statement or deliberate omission in the information I have given could result in the application being refused.
- I have submitted a DBS check and submitted a **photocopy** or **scanned image** of the receipt issued by the Post Office **or** I have submitted a **photocopy** or **scanned image** of my original DBS Disclosure Certificate.
- I have submitted a **photocopy** or **scanned image** to demonstrate that I have valid leave to remain and the right to work in the United Kingdom for a minimum of 18 months at the point of submitting my application.

By ticking this box, I agree to comply with the requirements contained within the declarations above.

Print full name

Position in organisation

Date