



# Sworn Oath and Character Reference Forms and Guidance

**Version 2.3, July 2024**

You have told us that you are not able to get a criminal record check from the country or countries you lived in outside the UK. These instructions will tell you what we need instead.

Read these instructions carefully. You will need to provide all the information we ask for. If you don't provide all the information we need, we might withdraw your application. Remember that the application fee will not be refunded if we do this.

We need you to provide three things:

- 1. A sworn oath.**
- 2. A letter confirming that the sworn oath is authentic.**
- 3. A character reference.**

We explain what we need in more detail below.

## **Sworn oath**

You must use the template we have provided below. We will not accept a sworn oath in any other format.

The oath must be formally witnessed and stamped by a solicitor or Commissioner for Oaths registered in the EU.

## **Letter confirming that the sworn oath is authentic**

You must provide a letter on headed paper from the solicitor or Commissioner for Oaths confirming that your sworn oath is authentic.

## **Character reference**

You must use the template we have provided below. We will not accept a character reference in any other format.

Your character reference should be from someone who knew you personally during the time you lived outside the UK.

It is unlikely that we will accept a reference from someone that is a member of your family. This includes people that are related to you by marriage. This is because they will have personal reasons for wanting us to grant you a licence.

The types of professionals who can provide this character reference are:

- Accountant
- Barrister or Solicitor
- Chairman or Director of a Limited Company
- Commissioner for Oaths
- Dentist (registered with the General Dental Council)
- Doctor (registered with General Medical Council)
- Local Councillor
- Justice of the Peace
- Member of Parliament
- Officer of the Armed Services (Active or Retired)
- Warrant Officer or Chief Petty Officer
- Former Police Officer (police officers cannot give references if they are still serving)
- Teacher / Lecturer (PGCE or equivalent qualified)

We won't be able to accept the reference unless we can confirm the occupation or qualifications of the person providing it. It will be harder for us to do this if the reference is from a person that works, or has qualifications from, outside of the UK.

**If you have refugee status in the UK** and you cannot provide a character reference from someone on the list above, we may accept a character reference from:

- UK Refugee support worker
- UK Asylum caseworker
- UK Social worker

People in these three roles do not need to have known you during the time you lived outside the UK but they will need to know you well enough to answer the questions on the form.

We thoroughly check all character references. We will contact the person providing the reference as part of this. If they cannot satisfy us that you are a fit and proper person to hold a licence, we will not be able to grant you a licence. If we cannot contact your referee, we will ask you to provide another one. If you do not do that then we will withdraw your application.

We may also call you to confirm the details in the reference.



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Country

From   /   /

To   /   /

Country

From   /   /

To   /   /

Country

From   /   /

To   /   /

**I have been in the United Kingdom since:**

/   /

Tick the relevant box below:

I **DO NOT** have any criminal convictions, charges, cautions or warnings, or offences on my record:

I **DO** have criminal convictions, charges, cautions or warnings, or offences on my record:

**If you do have criminal convictions, charges, cautions or warnings, or offences on your record, please provide further detail.**

*We may still be able to grant you a licence, even if you have a criminal record.*

.....

.....

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.....

## Legal declaration from the licence applicant

I make this solemn declaration to the Security Industry Authority conscientiously believing it to be true and by virtue of the Statutory Declaration Act 1835.

Full name of applicant

Signature of applicant

Full name of solicitor/Commissioner for Oaths

Signature of solicitor/Commissioner for Oaths

Date of Sworn Oath declaration

D	D	/	M	M	/	Y	Y	Y	Y
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Stamp of Solicitor/Commissioner for Oaths

**The solicitor or Commissioner for Oaths must also provide a letter confirming that this sworn oath is genuine.**



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# Character Reference

This form should be completed by the person providing the reference, NOT the licence applicant.

The person who asked you to complete this form has applied for a licence from the Security Industry Authority (SIA).

We will use your character reference to help us decide whether they are suitable to work in a position of trust. It is important that you answer all the questions accurately and provide as much information as possible. We will contact you to confirm the information you provide.

## Personal details of the person providing the reference

- Please write in BLOCK CAPITALS.
- ALL fields must be filled in.
- The address you provide should be your business address, not your home address.

Title	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Forename	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Middle Name(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Occupation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job title	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Professional qualifications	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business or employer's name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Address 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business address 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Town/City	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Availability of the person providing the reference

- We will need to contact you to check the details of the reference you provided. We cannot proceed with the licence application until we have done this.
- Our business hours are Monday to Friday, 9am to 5pm. Please tick the boxes below to indicate when you will be available to take our call.
- Our telephone number will not be displayed when we call you. Please make sure that your phone will accept calls from a withheld number.

<input type="checkbox"/> Monday	<input type="checkbox"/> 9am – 1pm	<input type="checkbox"/> 1pm – 5pm
<input type="checkbox"/> Tuesday	<input type="checkbox"/> 9am – 1pm	<input type="checkbox"/> 1pm – 5pm
<input type="checkbox"/> Wednesday	<input type="checkbox"/> 9am – 1pm	<input type="checkbox"/> 1pm – 5pm
<input type="checkbox"/> Thursday	<input type="checkbox"/> 9am – 1pm	<input type="checkbox"/> 1pm – 5pm
<input type="checkbox"/> Friday	<input type="checkbox"/> 9am – 1pm	<input type="checkbox"/> 1pm – 5pm

## The character reference

- Please write in BLOCK CAPITALS.
- You must answer all of the questions.
- You should provide as much detail as possible.

### Who is this reference for?

*You must enter their full name, including any middle name(s)*

.....

### What is their date of birth?

/   /

### What is your relationship to the applicant?

*For example, are they a friend, a colleague or a former student?*

.....

.....

### Are you a member of the applicant's family?

*'Member of the family' includes being related by marriage and not only blood relatives.*

yes       no



**How long you have known the applicant?**

years,  months

**Did you know the applicant during the time they spent outside the United Kingdom in the past five years?**

yes       no

**How do you know the applicant?**

*Please provide as much information as possible including how and where you met them and in what circumstances.*

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.....  
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.....  
.....

**How regularly do you see / speak with the applicant?**

Every day       Every week       Every month       Infrequently

**When was the last time you saw / spoke to the applicant?**

/  /

**Do you have any reason to believe that the applicant has a criminal record in the country or countries they lived in before moving to the UK?**

yes       no



**If you answered 'yes', please provide details of the offence(s) on the applicant's record.**

*For example, "I am aware that [full name] was convicted of assault in 1999 for which he received 6 months' probation"*

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.....  
.....  
.....

I am aware that the above named individual has a criminal record as described above. By ticking this box I confirm that I still support their application for an SIA licence and I am willing to provide this character reference.

**If you answered 'no', please provide the reasons for your belief that the applicant does not have any criminal convictions for the specified period outside of the UK.**

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.....  
.....  
.....

**To the best of your knowledge, has the applicant ever been involved with any extremist groups or organisations banned under UK law?**

yes       no

**If you answered 'yes', please provide further detail.**

*For example, the name of the organisation and the nature of the applicant's involvement.*

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.....  
.....

**Are you aware of any community or volunteer work undertaken by the applicant?**

yes       no

If you answered 'yes', please provide further detail.

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Are you aware of any issues with the applicant's character that would cast doubt on their suitability to undertake a role involving trust and responsibility?

yes       no

If you answered 'yes', please provide details.

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.....

### Legal declaration from the person providing the reference

I certify that the applicant is known to me and to my best knowledge and belief the details provided by me are correct.

I understand that under Section 22(1) of the Private Security Industry Act 2001 it is a criminal offence to knowingly make a false statement to the SIA.

I understand that the SIA will collect, store and use the information I provide for SIA licensing purposes in accordance with the Data Protection Act 2018.

Signature of the person providing the reference

Date of Signature

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D	D	/	M	M	/	Y	Y	Y	Y
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