



Security Industry Authority

# Get Licensed

SIA licensing criteria

February 2019



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# Criminal Record Checks

The SIA will always obtain a criminal record check on anyone who applies for a licence.

Having a criminal record does not necessarily mean that an Applicant will not get a licence.

However, any convictions, warnings, cautions, community resolutions, absolute/conditional discharges, admonishments or charges awaiting trial for offences will be considered by the SIA.

The SIA will make its decision on whether to give a licence to an Applicant with a criminal record according to:

- whether the offences are relevant, as outlined on pages 35 to 37;
- the actual sentence or disposal given to the Applicant for the offence; and
- how recent the offences were.\*

\* The assessment grid on page 23 gives an overview of how the SIA will decide whether to grant or refuse a licence to an Applicant with a criminal record for a relevant offence. The grid shows how the SIA will take into account (1) the type of sentence or disposal and (2) the time that has elapsed "*since sentence restrictions ended*".

How the "*time since sentence restrictions ended*" period is calculated for different sentences or disposals is explained on pages 23 to 28.

Where reference is made in this booklet to '*in the past xx years*', the date the SIA uses for the calculation is the date on which it makes the decision to grant or refuse a licence application, **not** the date the applicant originally submitted their application.

## Rehabilitation of Offenders Act 1974

Access to a person's criminal record is restricted under the provisions of the Rehabilitation of Offenders Act 1974. However, some roles and activities, including the provision of an SIA licence, are exempt from this. As such, the SIA is able to see unspent and spent convictions. What is disclosed in the criminal records check is, however, subject to legal provisions about protected convictions and cautions. This enables certain minor offences to be removed or "filtered" from the criminal records check.

### How to check if an Applicant is eligible

If an Applicant has a criminal record, they might want to check that it will not prevent them from getting a licence before committing themselves to training and submitting their application and payment to the SIA – particularly as the payment is non-refundable. **Applicants can do this using the SIA's online criminal records indicator available on the SIA's website at [www.sia.homeoffice.gov.uk/cr](http://www.sia.homeoffice.gov.uk/cr).**

The criminal records indicator gives Applicants an indication of whether they meet the SIA's criminality criteria to obtain a licence. The Applicant will be asked to enter information about all cautions, warnings, community resolutions, absolute/conditional discharges, admonishments and convictions they may have. All the information that is entered will be kept anonymous.

The result is based on the information that they have entered and is an indication only. It is not a guaranteed outcome of the actual criminal check that the SIA will conduct with the appropriate criminal records body.

## What the SIA takes into account in assessing criminality

### Offences

The types of offences the SIA considers relevant to licensing are outlined on pages 35 to 37 and listed in full in Annex A on pages 48 to 71.

### Assessment of seriousness

When the SIA classifies offences so that it can make a decision about an application for a licence it assesses:

1. whether the offence is relevant to the work of a security operative; and
2. the actual sentence or disposal given to the Applicant for each offence/conviction.

### Sentences and Disposals

The actual sentence/disposal an Applicant received for an offence is important as it affects the time the Applicant will need to be free of the sentence restrictions of a conviction, caution, warning, community resolution, absolute/conditional discharge or admonishment. It is this sentence/disposal which the SIA will use in the assessment grids below to assess whether an Applicant will be granted a licence. There are limited exceptions to this assessment and these are described on pages 23 to 28 in the sections on community disposals, fines and other disposals, on the rules for multiple convictions/disposals and the rules for multiple sentences.

The starting point for the calculation is described in the table as '*Time since sentence restrictions ended*'. The meaning of this in relation to each type of sentence/disposal is outlined below.

### Assessment grid

The following grid gives an overview of how having a criminal record affects the SIA's decision on a licence application. It shows how a single offence that is relevant to licensing is assessed by the SIA. This assessment is on the basis of the length of time since the sentence restrictions ended and the type of caution, warning, fine, discharge or sentence the Applicant received. More information on how the SIA assesses offences when it makes decisions on licensing (e.g. when an Applicant has committed more than one offence) is over the next few pages.

The SIA will consider a sentence/disposal in line with Sentencing Guidelines and assess it in line with sentences/disposals of a similar nature if:

1. a sentence type is not listed here or in any other assessment table; or
2. where a new sentence type is introduced after this document is published.

		Actual sentence/disposal			
		Caution, warning, community resolution, absolute/conditional discharge, admonishment	Fine, Community disposal	Suspended sentence	Prison
Time since sentence restrictions ended	0 to ≤12mths	CAF	Refuse	Refuse	Refuse
	>12mths to ≤2yrs	Grant*	CAF	Refuse	Refuse
	>2yrs to ≤4yrs	Grant*	Grant*	CAF	Refuse
	>4yrs to ≤7yrs	Grant*	Grant*	CAF	CAF
	>7yrs	Grant*	Grant*	Grant*	Grant*

**CAF = Consider Additional Factors**

≤ = Less than or Equal to

> = Greater than

**\*HOWEVER**, please note that if an Applicant or Licence Holder has ever received a conviction resulting in imprisonment of longer than 48 months, or life imprisonment, they will ALWAYS fall into the CAF category.

## Imprisonment

Where an Applicant has received a prison sentence, the time since sentencing restrictions ended will be the number of months or years which have passed from the end of the sentence. It is not from the date when the Applicant was sentenced or when the offence, or offences, were committed.

For example, if the Applicant has been convicted of an offence and was sentenced to two years imprisonment, the time since sentencing restrictions ended will be calculated from the day after the two year period. Even if the Applicant was released early, the SIA will still regard the offence as relevant up until, and including, the final date when the sentence restrictions would have ended had the full term been served (i.e. the sentence expiry date). However, time spent on remand will be taken into account. There is further information about this on pages 26 to 28.

Where an Applicant has been sentenced to a prison sentence of longer than 48 months (including life imprisonment), the SIA will not automatically grant a licence no matter how much time has elapsed since the end of the sentence. In these cases, the SIA will Consider Additional Factors in deciding whether to grant the licence (see pages 30 and 39 to 40).

## Suspended sentences

In the case of suspended sentences, the Applicant will be deemed to be *free of sentence restrictions* from the end of the sentence period, not the period of suspension. For example, a six month sentence suspended for two years would mean that the Applicant would be considered *free from sentence restrictions* after six months from the date of conviction, not after the whole two year suspension.

## Community disposals

In the case of community orders, community disposals and other similar sentences undertaken in the community, the Applicant is considered free of sentence restrictions at the end of the period of the order. If no date is given on the criminal records check, the Applicant will be considered free of sentence restrictions 12 months after the date of sentence. If the Applicant can provide the SIA with evidence from an independent, verifiable source that the community disposal was discharged by the responsible body at an earlier date, the SIA will treat that earlier date as the date the Applicant was free from sentence restrictions.

## Fines and other disposals

For fines, one day detention, cautions, warnings,<sup>1</sup> community resolutions, absolute/conditional discharges, and admonishments, the Applicant will be considered free of sentence restrictions from the day after the sentence or disposal was imposed.

<sup>1</sup> References to cautions and warnings in this booklet refer to Police cautions and warnings unless specifically otherwise identified.

## Rules for multiple sentences

The SIA will consider an Applicant's criminality as described in the Assessment Grid section above where:

1. an Applicant has more than one conviction/disposal on their record; but
2. where the sentence/disposal is such that each conviction/disposal, *when considered on its own* against the assessment tables would result in an automatic grant or Consider Additional Factors (CAF).

In a situation in which an Applicant has more than one sentence for a single conviction/disposal, the SIA will:

1. consider the impact of all the sentences; and
2. not treat this as multiple convictions/disposals; but
3. consider how recent the sentence/disposal was in terms of the 'greater' penalty according to the assessment grid on page 23.

For example, if the Applicant has received a fine and a suspended sentence of six months over two years for one conviction, sentence restrictions would end after six months, as applicable to the suspended sentence part of the conviction.

## Rules for multiple convictions/disposals

Situations in which an Applicant has multiple convictions/disposals are treated differently. The SIA will *automatically refuse* an application if the Applicant has **any combination** of:

- Three or more convictions – where all of the sentence restrictions have ended in the past seven years for relevant offences, where the disposal for each offence would have resulted in CAF.
- Two or more convictions - where all of the sentence restrictions have ended within the past four years for relevant offences.
- A custodial sentence<sup>2</sup> – where all of the sentence restrictions have ended within the seven years before the criminality is assessed, **plus** any conviction, caution, warning, community resolution, absolute/conditional discharge or admonishment – where sentence restrictions ended within the past four years for relevant offences.

<sup>2</sup> Includes suspended sentence orders and intermittent custody orders.



If an Applicant is automatically refused under the rules above, they will only be invited to submit evidence of factual errors in the SIA's assessment.

An Applicant will not be automatically refused for any conviction(s) relating to the period of conflict in Northern Ireland (from its commencement in 1969 to the coming into force of the Good Friday Agreement in 1998). Those convictions will be treated under the CAF.

Subject to the rules on automatic refusal, the SIA will Consider Additional Factors (CAF) where the Applicant has **any combination** of:

- Three or more convictions – where sentence restrictions ended in the past seven years for relevant offences, where the disposal for each offence would have resulted in the granting of a licence.
- Two or more cautions, warnings, community resolutions, absolute/conditional discharges or admonishments – where sentence restrictions ended within the past four years for relevant offences.
- A single conviction and one or more caution, warning, community resolution, absolute/conditional discharge or admonishment where sentence restrictions ended within the past four years for relevant offences.

In these criteria on multiple convictions/disposals, the term “relevant date” means the date that an Applicant is free from sentence restrictions as described on page 20.

## Remand time

If an Applicant believes that remand time they served before a relevant custodial sentence will affect the SIA's proposed decision (e.g. where it will affect the time the Applicant has been free from sentence restrictions so as to change a refusal to a CAF), then they should submit evidence on this to the SIA.

An Applicant should try to submit the required evidence with their application and not wait until the SIA writes to them asking for information on any factual error or mitigation.

If the SIA writes to an Applicant advising that the SIA are *minded to refuse* a licence, then the Applicant will be invited to send the SIA details of any factual error made by the SIA. This includes evidence of remand time, where relevant.

The SIA will take into account remand time defined as 'relevant' under Prison Service<sup>3</sup> Order number 6650 (Sentence Calculation) or subsequent updates. This is:

- any period during which the Applicant was in police detention for the offence for which s/he was later sentenced; or
- any period during which the Applicant was remanded in custody by a court for any proceedings connected to the sentence being considered by the SIA.
- This includes where an Applicant was originally remanded for another offence. For example, where a charge on an indictment such as GBH is reduced to AOBH (Assault Occasioning Bodily Harm), periods of custody in relation to GBH would be taken into account.
- It also includes where the Applicant was remanded for an offence which was not taken forward, but where he is sentenced for another offence in relation to the same incident. For example, where a prisoner is remanded for burglary and on sentence this matter is not proceeded with but he is sentenced for handling the same stolen goods on the day in question; or
- days in which the Applicant was remanded into the care of certain types of local authority accommodation.

Documentary evidence that the SIA will accept as proof of remand time is:

- the 'section 40' note which includes details of the Sentence Expiry Date (SED), if the Applicant was sentenced to a custodial sentence of less than 12 months;
- the 'licence' issued to the Applicant for either the 'at risk' period (up to the three-quarter point of the total sentence while on parole), or the unsupervised period up to the SED. In either case, the Applicant will have been issued with, (and required to have signed) their licence conditions, which include details of the SED if they were sentenced to a custodial sentence of greater than 12 months.

If the Applicant no longer has the documentation, they should contact the Ministry of Justice to obtain certified copies.

Remand time in Scotland is normally automatically taken into consideration at the time of sentencing.

<sup>3</sup> Prison Service in England and Wales.

Where the provisions in Northern Ireland mirror those in England and Wales or in Scotland, this will be taken into account in the same way as they are in those jurisdictions.

## Charges awaiting trial

The Applicant must declare to the SIA if there are outstanding charges against them for relevant offences. The SIA will wait until the courts have decided the outcome of the charges before making a decision on the application. To help the SIA assess the relevance of the offences and when to next review the application, the Applicant should provide the SIA with documentary evidence such as a solicitor's letter or court document confirming all of the offences that the Applicant has been charged with and when the case is due to be heard in court.

If the charges against the Applicant have not been resolved one year after the application was made, then the application will be withdrawn by the SIA.

## Ex-juvenile offenders

Relevant offences which an Applicant committed as a juvenile will be taken into account using the same process as relevant adult offences, with the exception that the rules on multiple convictions/disposals described above do not apply to juvenile offences.

Criminal records gained between the ages of 10 and 12 are considered not relevant unless they relate to relevant offence(s) that were **originally** considered serious by the Police and Criminal Evidence Act 1984.

Relevant offence(s) in categories 1, 2, 5, 6, 8 and 14 in Annex A that were put on record between the ages of 12 and 15 will be subject to the assessment grid below. Relevant offence(s) on record for 16 and 17 year olds will also be subject to this assessment grid.

## Single Juvenile Offence

		Actual sentence/disposal							
		Cautions, Warnings, Absolute/Conditional Discharges, Admonishments	Fine Reparation/ Referral Order Attendance Centre Order Curfew Order Drug Treatment and Testing Order	Action Plan Community Punishment Order Community rehabilitation Order	Supervision Order	Community Rehabilitation and Punishment Order	Detention and Training Order 4 mths ≤ 12 mths	Detention and Training Order > 12 mths ≤ 24 mths	Section 90/ 91 / youth offender imprisonment
Time since sentence restrictions ended	0 to ≤ 12 mths	Grant	Refuse	Refuse	Refuse	Refuse	Refuse	Refuse	Refuse
	> 12 to ≤ 24 mths	Grant	Grant	Grant	Grant	CAF	CAF	Refuse	Refuse
	> 24 mths to ≤ 4 yrs	Grant	Grant	Grant	Grant	Grant	CAF	CAF	Refuse
	> 4 yrs to ≤ 7 yrs	Grant	Grant	Grant	Grant	Grant	Grant	Grant	Grant

The SIA will consider an Applicant's single juvenile sentences/disposals according to the assessment grid above.

Offences under Section 90/91 of the Powers of Criminal Courts (Sentencing) Act 2000 can be anywhere up to the adult maximum for the same offence (including life) and will be considered in the same manner as adult sentences.

The SIA will consider a juvenile sentence/disposal in line with Sentencing Guidelines and assess it in line with sentences of a similar nature when:

- the sentence is not listed in this assessment grid; or
- where a new sentence is introduced after Get Licensed is published.

## Consider Additional Factors

When the SIA assesses that it needs to Consider Additional Factors (CAF) it means that the SIA will seek further information in order to make a decision on an application.

If what is on an Applicant's criminal record means that the SIA needs to Consider Additional Factors, the Applicant will be invited to submit mitigation. Mitigation is information that the Applicant believes shows that their criminal record is not as bad as it might seem, or that shows that they have rehabilitated themselves so that, despite their criminal record, they are fit and proper persons to hold the licence applied for. Examples of mitigation are set out on pages 39 to 40. Mitigation may include evidence of other influencing factors, and character references. The SIA will then assess this mitigation and will -

- Look at the total record of all relevant offences. A criminal record showing that there has been a pattern of offending over a number of years will be treated more seriously than a single episode of offending.
- For the most recent offence, look at (a) whether the Applicant has received a warning, caution, community resolution, absolute/conditional discharge or admonishment or (b) where there has been a conviction, look at the nature of the sentence and the length of time from when the sentence ended beyond the minimum sentence.

The SIA will think about the implication for public protection from crime and the fear of crime when it is assessing an Applicant's mitigation.

If the SIA asks an Applicant for mitigation and does not receive this mitigation, then the SIA will make its decision on the application on the disclosures and other information it has available.

Further information on CAF is in the Refusing a Licence section on pages 38 to 40. This includes information on what type of mitigation the SIA will consider.

## SIA Warnings

The SIA can issue warnings to Licence Holders if they do not comply with the Private Security Industry Act 2001. Having an SIA warning may contribute towards the SIA deciding to refuse a licence or revoke a licence. Refusing a licence like this may happen either when someone first applies for a licence or when they apply to renew a licence.

## Use of other information

The SIA will not normally look for information about an Applicant or Licence Holder that may be held by organisations the SIA works with (e.g. the police and local authorities). However, if such information is offered to the SIA, then the SIA will consider this information even if the Applicant would otherwise have been granted a licence under the rest of the criteria. The SIA will also consider such information if the SIA gets this information from its own sources (e.g. SIA Warnings, County Court judgements, CCTV or other video footage, ancillary orders).

“Information” will normally mean evidence which shows, on the balance of probabilities:

- relevant criminal activity (as defined in the section on Offences);
- anti-social behaviour;
- criminal association;
- activity that is likely to bring the industry into disrepute; or
- indicates that the Applicant is not a fit and proper person to hold a licence.

The SIA may also carry out some further investigation once information has been received. This investigation would be to confirm or refute the information received. If the SIA does this, the Applicant or Licence Holder will be able to comment on the information before any decision is made to refuse or revoke a licence. Such comments can be explanations of what happened or be evidence of mitigation.

The SIA reserves the right to take into account, on a case-by-case basis, any relevant information. This includes information from any time period and which the SIA received from any source.

## Fixed Penalty Notices/Penalty Notices for Disorder

If the SIA has information concerning Fixed Penalty Notices (FPN) or Penalty Notices for Disorder (PND) which relate to any relevant offences, they will be taken into account as described above.

## If an Applicant has lived or worked overseas

This section will apply if the Applicant has lived overseas (including the Republic of Ireland, British overseas territories and former colonies) in the last five years. It relates to both front line and non-front line licence applications.

If the Applicant has lived overseas for six continuous months or more during the last five years, they must produce evidence of a criminal record check covering the time that they lived overseas. This criminal record check must be from an official source from the country they have lived in and be a criminal record check which the SIA can verify. If this criminal record check is in a language other than English, then the Applicant must send the SIA a translation provided by a professionally accredited translator of this criminal record check. An official source will normally mean the government body that issues criminal record certificates.

Any evidence of criminality identified through an overseas criminal records check will be judged against the criteria and offences in this booklet. The SIA will compare any overseas offences and disposals against the nearest, similar listed offence and disposal to assess the relevance.

Overseas records should ideally be provided when the Applicant applies for a licence. However, applications can be submitted while an Applicant waits to receive their overseas criminality check. However, a licence cannot be granted until the check which covers at least the previous five years has been satisfactorily verified by the SIA.

See the SIA website for information about where an Applicant can apply for a criminal record certificate from the country concerned. If the SIA does not have the information, go to the Embassy or High Commission of the country concerned for advice. The Applicant may also contact the appropriate disclosure body in the country in which they lived for further information.

## Armed forces records certificates

If an Applicant has been in military service they may give the SIA an extract from their service records as evidence of whether or not they meet the criteria to hold a licence. This extract must expressly disclose all convictions and their conduct during their time in the service. This disclosure should cover all periods spent overseas in the last five years, regardless of how long was spent overseas.

## Licences issued in other countries

If an Applicant currently holds a licence to work in private security abroad and it is a condition of that licence that they have a criminal record check, the applicant may send this to the SIA as

evidence of their good character. They must inform the SIA about the validity and conditions of their licence, for example, what sector it allows the Applicant to work in and when it expires. If the SIA is not familiar with that licence, it will seek confirmation of the validity and conditions from the issuing authority in the other country. The SIA reserves the right to request further verification of such licences from the Applicant.

## Official sources not available to provide criminal record checks

In some exceptional cases official sources for criminal record do not exist. In other exceptional cases, criminal records do exist, but official sources are unable to supply an Applicant with a criminal record check. This could be, for example, because the government in a country has collapsed to a point where there are no credible official sources of information or there is a risk to an Applicant's personal safety if they make contact with official sources in their country of residence or former country of residence.

The SIA will conduct thorough investigations in these cases to make sure that official sources really cannot be used for a criminal record check. If the SIA then agrees that official sources are unavailable to provide a criminal records check, the SIA can let the Applicant provide the following two documents instead. The SIA will only decide to carry out this process on a case-by-case basis.

- I. An oath sworn in front of an EU registered solicitor or Commissioner for Oaths attesting to lack of criminal convictions for the period that the Applicant was in another country. The following should be present in the sworn oath:-
  - a) A statement of the period of time and country it covers.
  - b) The Applicant's name and address.
  - c) A statement regarding the Applicant's criminal record. This statement will either be clear (with no outstanding charges, cautions, warnings, community resolutions or admonishments) or will set out past offences, cautions, warnings, community resolutions, admonishments or outstanding charges (with full dates and details of the offence or sentence).
  - d) A declaration to the SIA that the information in the sworn oath is true.
  - e) The Applicant's signature and date.
  - f) The signature of the solicitor or Commissioner for Oaths. It should also have the stamp or address of the solicitor or Commissioner for Oaths.

In addition, the solicitor or Commissioner for Oaths should write a letter on their headed paper confirming the authenticity of the sworn oath.



2. A character reference from a fully qualified professional who knew the Applicant personally during the specified period. The types of professionals who can provide this character reference are:-

- Accountant
- Barrister
- Chairman / Director of a Limited Company
- Commissioner of Oaths
- Councillor
- Dentist
- General Practitioner
- Justice of the Peace
- Member of Parliament
- Officer of the Armed Services (active or retired)
- Warrant Officer or Chief Petty Officer
- Police Officer
- Solicitor / Lawyer
- Teacher / Lecturer

A Refugee support worker/Asylum caseworker/Social worker can provide character references for Applicants with refugee status for the period spent in the country from where the Applicant has sought refuge.

The reference must include a full explanation of the reasons for the belief that the Applicant does not have any criminal convictions for the specified period outside of the UK .

All character references will be thoroughly checked for authenticity by the SIA before they are accepted. The SIA may ask an Applicant to provide further information if:

- there are multiple gaps in the oath and/or character reference, e.g. several periods of four months overseas in the last five years; and/or
- there is reason to believe that more information is needed to make a decision about a case.

# Relevant Offences for all Applicants

Offences in the following categories will be deemed relevant for the purposes of SIA licensing. The descriptions included below each category are not intended to be exhaustive, but simply to give an illustration of the types of offences that would typically fall into the category. A full list of relevant offences is in Annex A. This list is accurate as of April 2013. The SIA will periodically update this full list.

The SIA acknowledges that offences that are relevant to the SIA's licensing criteria may exist that are not described below and not listed in Annex A. This is because offences may be created, changed or repealed after the SIA has updated the categories and list of relevant offences and before the SIA has had a chance to update these categories and list again. In exceptional cases, the SIA reserves the right to deem any such offences as relevant where, in the SIA's view, they affect a person's suitability to hold an SIA licence.

If an individual is charged with an attempt, aiding, abetting counsel or procuring the commission of the offence, they will be treated as if their offence was the substantial offence. If an individual is convicted of inciting or conspiring to commit a crime or if a person has participated (is party to the offence/jointly involved) in the commission of an offence, the SIA will treat this as a conviction for that offence under its criteria. These apply whether or not the crime is statutory or at common law.

Juvenile offences are taken in account in the way listed on pages 28 to 30.

Offences committed overseas which fall into these categories will also be taken into consideration.

## **Category I – Violent/Abusive Behaviour**

(including, but not limited to, violent/abusive offences and stalking/harassment offences)

## Category 2 – Espionage/Terrorism

(including, but not limited to, offences in the Aviation Security Act 1982, Anti-Terrorism, Crime and Security Act 2001, Prevention of Terrorism Act 2005 and the Terrorism Act 2000).

## Category 3 – Offensive Weapons

(including, but not limited to, offences relating to the possession, use or sale of offensive weapons such as knives, blades, crossbows and chemical/biological weapons)

## Category 4 – Firearms Offences

(including, but not limited to, offences relating to the acquisition, possession, certification, carrying and use of firearms)

## Category 5 – Dishonesty (Theft and Fraud)

(including, but not limited to, offences relating to theft, burglary, robbery, handling stolen goods, blackmail, attempting to pervert the course of justice, perjury, breach of bail conditions, conveyance of prohibited items into or out of prison, counterfeiting and forgery, fraud, deception, dishonesty and unauthorised modification of computer material)

## Category 6 – Proceeds of Crime

(including, but not limited to, offences in the Proceeds of Crime Act 2002)

## Category 7 – Abuse or Neglect of Children

(including, but not limited to, cruelty to children, indecent photography of children, child abduction, child begging and prostitution)

## Category 8 – Sexual Offences

(including, but not limited to, all offences in the Sexual Offences Act 2003, Sexual Offences (Scotland) Act 2009, Sexual Offences (Northern Ireland) Order 2008)

## Category 9 – Drug Offences

(including, but not limited to, trafficking, importation, production, supply, cultivation, or possession of controlled drugs)

## Category 10 – Criminal Damage

(including, but not limited to, the destruction or damaging of property, racially or religiously aggravated offences, threats to damage or destroy property and vandalism)

### **Category 11 – Social Security Offences**

(including, but not limited to, breaches of social security regulations, false representations for obtaining a benefit, the making of statements known to be false and fraud and negligence in relation to statutory maternity pay and sick pay)

### **Category 12 – Private Security Industry Offences**

(including, but not limited to, engaging in conduct prohibited without a licence, providing false information, contravening licence conditions, using unlicensed operatives and misuse of approved status)

### **Category 13 – Licensing Act 2003**

(including, but not limited to, offences under the Licensing Act 2003 and equivalent instruments in Scotland and Northern Ireland)

### **Category 14 – Driving Offences**

(including, but not limited to, offences relating to causing death or serious injury by careless or dangerous driving)