

# Police National Computer (PNC)

## Police National Computer (PNC)

### About this guidance

<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>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 you accessing 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

<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>This page lists changes to the Police National Computer (PNC) guidance, with the most recent at the top.</p> <table><tr><th>Date of the change</th><th>Details of the change</th></tr><tr><td>22 July 2013</td><td><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></td></tr><tr><td>25 January 2013</td><td><p>Six month review by the modernised guidance team:</p><ul style="list-style-type: none"><li>• What information is on the Police National Computer (PNC)?:<ul style="list-style-type: none"><li>○ sub-heading ‘Computerised information on the PNC, new ninth bullet point</li></ul></li><li>• Legislation and Home Office access to PNC:<ul style="list-style-type: none"><li>○ sub-heading ‘Home Office staff access to PNC’, new information in restricted information box</li><li>○ Last paragraph has been re-written</li></ul></li><li>• Requesting Police National Computer checks:<ul style="list-style-type: none"><li>○ sub-heading ‘Requesting check on the</li></ul></li></ul></td></tr></table>	Date of the change	Details of the change	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>	25 January 2013	<p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"><li>• What information is on the Police National Computer (PNC)?:<ul style="list-style-type: none"><li>○ sub-heading ‘Computerised information on the PNC, new ninth bullet point</li></ul></li><li>• Legislation and Home Office access to PNC:<ul style="list-style-type: none"><li>○ sub-heading ‘Home Office staff access to PNC’, new information in restricted information box</li><li>○ Last paragraph has been re-written</li></ul></li><li>• Requesting Police National Computer checks:<ul style="list-style-type: none"><li>○ sub-heading ‘Requesting check on the</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>Links to staff intranet removed</p>
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			<p>PNC', new information in the restricted information box</p> <ul style="list-style-type: none"> <li>• Minor housekeeping changes.</li> </ul>		
			<p>For previous changes you will need to access the archived guidance. See related link: <a href="#">Police national computer – archive.</a></p>		

## Police National Computer (PNC)

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

<a href="#">About this guidance</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>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 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>	<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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## Police National Computer (PNC)

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

<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>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></p> <p>You must only make PNC checks for the following:</p> <ul style="list-style-type: none"><li>• Immigration purposes defined in section 20(3) of the 1999 Immigration and Asylum Act. For more information on the act, see related link.</li><li>• Customs purposes at the border when they relate to a specific offence under the Customs and Excise Management Act 1979 (CEMA), see related link for details of the act.</li></ul> <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></p> <p>As well as all police forces and law enforcement agencies, approved organisations and government departments can access the system for specific purposes. Currently, if you need to carry out a PNC check as part of your official duties you can do so by contacting:</p> <div data-bbox="465 1075 1771 1414" 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

- For customs reasons - the national coordination unit (NCU) HM Revenue and Customs (HMRC) Ipswich by:
  - phone for urgent checks, or
  - emailing them an NCU template form for standard checks, using the form in related link: PNC forms.

If you regularly 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

<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>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> <div><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></div> <ul style="list-style-type: none"><li>• former HM Revenue &amp; Customs (HMRC) staff continue to use the HMRC national</li></ul>	
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	<p>coordination unit (NCU) Ipswich who have full access to PNC, this allows approved staff to:</p> <ul style="list-style-type: none"><li>○ make checks of the system, and</li><li>○ input details of newly-arrested suspects.</li></ul> <p><b>Restricted information</b></p> <p>The PNC system is protectively marked as 'RESTRICTED' in line with the government protective marking system (GPMS).</p> <p>Although individual entries are not always protectively marked you must treat them as 'RESTRICTED' unless you are informed otherwise.</p>	
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# Police National Computer (PNC)

## Requesting Police National Computer checks

<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="#">Updating the Police National Computer records</a>	<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 sufficient details of the suspect you must submit the check request in the following ways:</p> <div><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></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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**Customs related checks using NCU (HM Revenue & Customs) Ipswich**

You must use the NCU template to request intelligence checks including PNC. You must enter justification for urgent checks, for more information, see related link: ENF3516 NCU check request. You do not need a countersignature on the template.

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## Police National Computer (PNC)

### Keeping Police National Computer (PNC) printouts

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[Requesting Police National Computer checks](#)  
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This page tells you the process to follow if you have to keep a Police National Computer (PNC) printout.

Courts often require a printout showing a defendant's antecedents (criminal record). You can use the templates to obtain suitable prints from the PNC. These requests must be authorised by a senior investigation officer (SIO).

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 showing:

- how many copies of the printout are made
- if copies are given to the court or to 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 relating to a suspect. You must, as officer in

	charge of a case, obtain the PNC printouts and attach them to the case papers. The disclosure officer only reviews the PNC printouts and the case papers.	
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## Police National Computer (PNC)

### Updating Police National Computer records

<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>	<p>This page tells those working within the enforcement and crime and financial investigations, which forms to use to update a Police National Computer (PNC) record and why it is important you do this.</p> <p><b>Which form to use when you need to update a record</b> When you arrest a suspect, you must enter their details onto the PNC system as quickly as possible.</p> <p><b>If you work on a immigration team</b> 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 this will then update the PNC record. The custody sergeant will provide the details you need to submit this document.</p> <p><b>Arrest or summons number</b> The custody sergeant will also generate 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> The Home Office cannot update PNC so you must use the following documents to create a PNC record if you do not have an AS number:</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></ul>	Links to staff intranet removed
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- submit the forms by secure email to your local police force PNC bureau (your local 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 as 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

**If you work on a former HM Revenue & Customs team**

You must continue to use the following PNC12 forms. You must complete and email:

- a PNC12S skeleton to the national coordination unit (NCU) HM Revenue and Customs (HMRC) Ipswich within 24 hours of arresting a suspect
- a full eight page PNC12 source document to NCU (HMRC) Ipswich
  - within 5 working days of an arrest
  - within 24 hours of an arrest if the suspect has been arrested or charged for a

	<p>series of offences</p> <ul style="list-style-type: none"> <li>• a PNC12CB to NCU (HMRC) Ipswich immediately after each court hearing or bail return, to reflect the ongoing action being taken, for example: <ul style="list-style-type: none"> <li>○ a suspect is re-bailed</li> <li>○ a further court hearing is listed</li> </ul> </li> <li>• a final PNC12 source document to NCU (HMRC) Ipswich when the action against a suspect has been discontinued, and</li> <li>• a no further action and an Appendix 1 to PNC12 form to NCU (HMRC) Ipswich when a case has been concluded at court whether the verdict is guilty or not guilty.</li> </ul> <p>Each time you make an arrest, you must generate an arrest and summons number (AS number). Often the custody sergeant at the police station will generate this number.</p> <p>However, if you are a former HM Revenue &amp; Customs officer, you can ask NCU (HMRC) Ipswich to generate an AS number instead. You must take care to only generate one AS number for a single arrest.</p> <p>For all the PNC 12 forms, see related links.</p>	
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## Police National Computer (PNC)

### Contact

<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>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><div>Restricted – do not disclose – start of section</div><div>The information in this page has been removed as it is restricted for internal Home Office use only.</div><div>Restricted – do not disclose – end of section</div></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: CI inbox, 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	4.0
Valid from date	22 July 2013
Policy owner	Chris Foster Criminal investigation, immigration enforcement
Cleared by director	David Pennant
Director's role	Director, criminal investigation, immigration enforcement
Clearance date	29 June 2012
This version approved for publication by	Richard Short
Approver's role	Assistant director, modernised guidance team
Approval date	19 July 2013

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: CI inbox, 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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