

Annex 1A



Church of
St. John & St. Philip
The Hague

Ary van der Spuyweg 1
2585 JA Den Haag
The Netherlands

070 – 355 5359
churchoffice@stjohn-stphilip.org
www.stjohn-stphilip.org

Our Chaplaincy's Safeguarding Policy

The protection of children and adults who may be vulnerable from harm is of paramount importance to us. We will not tolerate abuse in any form. As a chaplaincy within the Diocese of Europe, we comply fully with the requirements of the Diocese's Safeguarding Policy*.

We will not in any way tolerate the abuse of children or adults.

Specifically, within our Chaplaincy we are committed to:

- The care, nurture, and respectful pastoral ministry of all children, young persons and adults
- The safeguarding and protection of all children, young persons and adults who may be vulnerable
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
- The careful selection and training of all those with any safeguarding responsibility within the Church, including the use of available criminal records disclosures and relevant vetting and barring schemes.
- Preventing abuse or the likelihood of abuse by encouraging and adopting a pro-active stance to safeguarding; responding to the slightest concern whether by rumour, speculation or from an anonymous source – every safeguarding concern will be taken seriously.
- Ensuring that any concern about safeguarding must be passed onto someone in the Diocesan Safeguarding Team as there are no legal barriers to sharing such concerns.
- Responding without delay to every complaint made which suggests that a child, young person or adult may have been harmed - co-operating with the local police, relevant local agencies and any other relevant body (e.g. other faith groups) in any investigation.
- Seeking to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.
- Seeking to challenge any abuse of power, especially by anyone in a position of trust.
- Seeking to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

You will find details on how we action our policy and useful contact information in our Safeguarding Protocol. If you have any queries please speak to the Chaplaincy Safeguarding Officer.

Signed:  Guy Diakiese, Assistant Curate

 Michel Fortier, Warden

 Jeanne Tubbergen, Warden 2

Dated: 19 May 2019

* You can find the detailed diocesan policy, and how it is implemented across all chaplaincies in the diocese at <http://europe.anglican.org/what-we-do/safeguarding>

How Do We Action Our Policy?

The information given below will help you to understand what we do – and how you can help in reporting any suspected abuse. You can find more details on these matters in our full protocol (which includes the detailed way in which this is implemented) available from the Chaplaincy Safeguarding Officer or at <http://www.stjohn-stphilip.org/safeguarding/>.

What do we mean by 'Abuse'?

The groups of concern include children and young people under the age of 18 who are vulnerable because of their age and life experience and also adults who may be vulnerable for a variety of reasons including a disability, an illness, or their advanced years. The nature of the abuse can include playing on people's emotions, neglecting their needs, physical assault, or sexual assault.

People with special responsibilities

The Chaplaincy has appointed a Chaplaincy Safeguarding Officer who is responsible for the overall coordination of safeguarding in this Chaplaincy. If you have any questions or concerns about our safeguarding policy or any worries about someone being abused please speak to them in absolute confidence.

- The present Safeguarding Officer is: April L. Carter. She may be reached via email at safeguarding@stjohn-stphilip.org or via telephone at 0622191707.

People in our Chaplaincy who work with children and vulnerable adults

People who work with children and adults who may be vulnerable may be required to be checked to ensure that they have no history which may make them unsuitable for that role. The chaplaincy complies with the Diocesan requirements for such checks. The Chaplaincy Safeguarding Officer can provide more information.

Other groups who use our premises

Other (i.e. non-Chaplaincy) groups who use our premises for activities involving children, young people and adults who may be vulnerable must either:

- Have their own policy in place which must include all of the diocesan requirements; or
- Commit themselves to following our policy at all times whilst using our premises. The Chaplaincy Safeguarding Officer can provide more information.

Reporting suspected Abuse

Everyone has a responsibility to be vigilant to spotting incidents of abuse. If you become aware of abuse in any form (no matter how seemingly trivial) please tell the Chaplaincy Safeguarding Officer (or the Chaplain, a Warden, the Area Dean or Archdeacon) as soon as you can. If you would prefer, you can call the diocesan confidential telephone line +44 (0)207 898 1163 and leave a message as to your concerns. The Diocesan Safeguarding Team will get back to you as soon as possible.

The diocese will then ensure that the concerns are properly investigated and will let you know what the outcome is.

In addition it is of course your right and duty as a citizen to inform the local law enforcement agencies where you believe a criminal offence has been committed.

Annex 1B

DIOCESE IN EUROPE CHAPLAINCY ROLES CHECKLIST

ROLE	RECRUITMENT RESPONSIBILITY	CDF	SAFEGUARDING CHECK	TRAINING		
				C0	LEVEL 2 (Part 1)	LEVEL 2 (Part 2)
				C1 Refresher	C5 Refresher	C5 Refresher
ASSISTANT SAFEGUARDING OFFICER	CHAPLAINCY	✓	✓	✓	✓	✓
BELL TOWER CAPTAIN	CHAPLAINCY	✓	✗	✗	✗	✗
BELL TOWER CAPTAIN SUPERVISING CHILDREN	CHAPLAINCY	✓	✓	✓	✓	✗
BELLRINGER	CHAPLAINCY	✓	✗	✗	✗	✗
BELLRINGER SUPERVISING CHILDREN	CHAPLAINCY	✓	✓	✓	✓	✗
CARETAKER / PREMISES MANAGER	CHAPLAINCY	✓	✗	✗	✗	✗
CARETAKER / PREMISES MANAGER SUPERVISING CHILDREN	CHAPLAINCY	✓	✓	✓	✓	✗
CHAPLAINCY ADMINISTRATOR / SECRETARY	CHAPLAINCY	✓	✗	✗	✗	✗
CHAPLAINCY COUNCIL MEMBER	CHAPLAINCY	✓	✗	✓	✗	✗
CHALICE BEARER	CHAPLAINCY	✓	✗	✗	✗	✗
CHILDREN'S WORKER	CHAPLAINCY	✓	✓	✓	✓	✗
CHILDREN'S WORSHIP LEADER	CHAPLAINCY	✓	✓	✓	✓	✓
CHOIR CHAPERONE	CHAPLAINCY	✓	✓	✓	✓	✓
CHOIR LEADER	CHAPLAINCY	✓	✓	✓	✓	✓
CHOIR MEMBER SUPERVISING CHILDREN	CHAPLAINCY	✓	✓	✓	✓	✗
CHURCHWARDEN	DST	✓	✓	✓	✓	✓
CLERGY	DST	✓	✓	✓	✓	✓
CONGREGATIONAL WORSHIP LEADER	CHAPLAINCY	✓	✓	✓	✓	✓
CRECHE HELPER / WORKER	CHAPLAINCY	✓	✓	✓	✓	✗
CRECHE LEADER	CHAPLAINCY	✓	✓	✓	✓	✓
DIRECTOR OF MUSIC SUPERVISING CHILDREN	CHAPLAINCY	✓	✓	✓	✓	✗
DRIVER OF CHILDREN / ADULTS [OFFICIAL ROLE]	CHAPLAINCY	✓	✓	✓	✓	✗
ENVIRONMENT LINK OFFICER	CHAPLAINCY	✓	✗	✗	✗	✗
EUCHARISTIC MINISTER	CHAPLAINCY	✓	✗	✓	✗	✗
EUCHARISTIC MINISTER WITH PERMISSION FOR HOME VISITS <i>Must be in a role for which a full Safeguarding Check has been completed</i>	CHAPLAINCY	✓	✓	✓	✓	✗
EVANGELIST	CHAPLAINCY	✓	✓	✓	✓	✓
FOODBANK WORKER	CHAPLAINCY	✓	✗	✓	✓	✗
HEAD SERVER SUPERVISING CHILDREN	CHAPLAINCY	✓	✓	✓	✓	✗
JUNIOR CHURCH HELPER / WORKER	CHAPLAINCY	✓	✓	✓	✓	✗
JUNIOR CHURCH LEADER	CHAPLAINCY	✓	✓	✓	✓	✓
LAY MINISTERS	CHAPLAINCY	✓	✓	✓	✓	✓
LAY PASTOR	CHAPLAINCY	✓	✓	✓	✓	✓
LAY PRECENTOR	CHAPLAINCY	✓	✓	✓	✓	✓
NURSERY HELPER / WORKER	CHAPLAINCY	✓	✓	✓	✓	✗
NURSERY LEADER	CHAPLAINCY	✓	✓	✓	✓	✓
ORDINAND	DST	✓	✓	✓	✓	✓
ORGANIST SUPERVISING CHILDREN	CHAPLAINCY	✓	✓	✓	✓	✗
PARENT AND TODDLER GROUP HELPER / WORKER	CHAPLAINCY	✓	✓	✓	✓	✗
PARENT AND TODDLER GROUP LEADER	CHAPLAINCY	✓	✓	✓	✓	✓
PASTORAL WORKER / VISITOR	CHAPLAINCY	✓	✓	✓	✓	✓
PLANNED GIVING SECRETARY	CHAPLAINCY	✓	✗	✗	✗	✗
POSTULANT	DST	✓	✓	✓	✓	✓
PRAYER MINISTRY	CHAPLAINCY	✓	✗	✗	✗	✗
PRAYER MINISTRY UNSUPERVISED WITH CHILDREN	CHAPLAINCY	✓	✓	✓	✓	✗
READER	DST	✓	✓	✓	✓	✓
SACRISTAN	CHAPLAINCY	✓	✗	✗	✗	✗
SACRISTAN UNSUPERVISED WITH CHILDREN	CHAPLAINCY	✓	✓	✓	✓	✗
SAFEGUARDING OFFICER	DST	✓	✓	✓	✓	✓
SAFEGUARDING TRAINER	ARCHDEACON	✓	✗	✓	✓	✓
SECRETARY	CHAPLAINCY	✓	✗	✓	✗	✗
SERVER	CHAPLAINCY	✓	✗	✓	✗	✗
SERVER SUPERVISING CHILDREN	CHAPLAINCY	✓	✓	✓	✓	✓
SPIRITUAL ADVISOR/DIRECTOR	DST	✓	✓	✓	✓	✓
STEWARD / SIDESPERSON	CHAPLAINCY	✓	✗	✓	✗	✗
STEWARD / SIDESPERSON SUPERVISING CHILDREN	CHAPLAINCY	✓	✓	✓	✓	✗
SUNDAY SCHOOL HELPER / ASSISTANT / WORKER	CHAPLAINCY	✓	✓	✓	✓	✗
SUNDAY SCHOOL TEACHER / LEADER	CHAPLAINCY	✓	✓	✓	✓	✓
TREASURER	CHAPLAINCY	✓	✗	✓	✗	✗
TRUSTEE	CHAPLAINCY	✓	✗	✓	✗	✗
VACANCY REPRESENTATIVE	CHAPLAINCY	✓	✗	✗	✗	✗
VERGER	CHAPLAINCY	✓	✗	✗	✗	✗
VERGER WORKING WITH CHILDREN AND VULNERABLE ADULTS (E.G. PASTORAL CARE)	CHAPLAINCY	✓	✓	✓	✓	✓
WELCOMER	CHAPLAINCY	✓	✗	✓	✗	✗
WELCOMER SUPERVISING CHILDREN	CHAPLAINCY	✓	✓	✓	✓	✗
YOUTH GROUP HELPER / WORKER / OFFICER	CHAPLAINCY	✓	✓	✓	✓	✗
YOUTH GROUP LEADER	CHAPLAINCY	✓	✓	✓	✓	✓
YOUTH MINISTER	CHAPLAINCY	✓	✓	✓	✓	✓

INFORMATION:

i. DST = Diocesan Safeguarding Team

ii. Recruitment Responsibility includes ensuring that the CDF is completed, identifying any Safeguarding Check Requirements and ensuring that the correct level of Safeguarding Training has been completed.

iii. If you have completed Church of England Safeguarding Training Levels C0, C1 or C2, these may be transferrable, so please provide details of your previous training.

iv. C0 Training is mandatory for those ticked in this list, but is available for anyone interested in Safeguarding awareness.



Annex 1C

Confidential Declaration Form

STRICTLY CONFIDENTIAL

To be completed in full by applicants for all voluntary and paid roles with the Diocese in Europe

Role Information

Chaplaincy Name	
Church Name	
Role Title	

Personal Information

Title		Surname	
First Name			
Middle Name(s)			
Date of Birth			
Any Former Name(s)			
Email Address			
Landline Telephone No.			
Mobile Telephone No.			
Address			

Country Information

Current country of residence		
Since when have you been resident (month and year)?		
List all countries where you have been resident for longer than one month in duration since the age of 16:		
Country	From (mm/yyyy)	To (mm/yyyy)

Court and Police Investigations / Convictions

Please answer all questions below. If you answer yes to any question, please give full details and continue on a separate sheet if necessary. All matters will be checked with the relevant authorities.

You must be honest and answer all the questions to the best of your knowledge. In the event of appointment, any failure to disclose relevant information could result in the withdrawal of any offer of appointment within the chaplaincy / diocese.

Convictions, Warnings, Cautions, Reprimands, etc.

In answering questions 1 and 2 you do not need to include information if it complies with all of the following criteria:

- i. A period of 11 years (or 5.5 years if under 18 at the time of the conviction) has passed since the date of the conviction; **and**
- ii. It is your only offence; **and**
- iii. It did not result in a prison sentence or suspended prison sentence (or other form of detention); **and**
- iv. It was not violent, or drug related, or sexual in nature.

Question 1

Have you ever been convicted of or charged with a criminal offence?

☐ Yes
☐ No

If yes, please give details including the nature of the offence(s) and the dates. Please give details of the court(s) and country/countries where your conviction(s) were heard, the type of offence(s) and sentence(s) received and details of the reasons and circumstances that led to the offence(s):

Question 2

Have you ever received a caution, reprimand or warning from a police service?

☐ Yes
☐ No

If yes, please give details below, including the date and country of the investigation(s), the police force(s) involved, details of any investigation(s), the reason(s) and disposal(s) if known:

Historical investigations, prohibitions, records of harm to children or adults who may be vulnerable.

In answering questions 3 to 9 you must include all information to the best of your knowledge.

Question 3

Are you at present (or have you ever been) under investigation by a police service, an employer or other organisation for which you worked for any offence / misconduct in any country?

☐ Yes
☐ No

If yes, please provide details:

Question 4	Are you or have you ever been prohibited and/or barred from working with children and/or vulnerable adults, in any country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:		
Question 5	Has a family court (or equivalent in any country) concluded that you have caused significant harm* to a child and/or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and/or vulnerable adult was at risk of significant harm* from you, in any country? <i>* Significant harm' involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:		
Question 6	Has your conduct ever caused or been likely to cause significant harm to a child and/or vulnerable adult, and/or put a child or vulnerable adult at risk of significant harm, in any country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:		
Historical complaints and allegations – whether or not they were proven.		
<i>In answering questions 7 and 8, please declare any complaints or allegations made against you, however long ago, that you might have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children's Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.</i>		
Question 7	To your knowledge, has it ever been alleged that your conduct has resulted in significant harm to a child and/or vulnerable adult, and/or put a child or vulnerable adult at risk of significant harm in any country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result:		

Question 8	Have you ever had any allegation made against you which has been reported / referred to and investigated by the Police / Social Services / Social Work Department (Children or Adult's Services or equivalent) in any country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please provide details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result:</i>		
Miscellaneous questions.		
Question 9	Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the equivalent of a Child Protection Register or been the subject of any form of: child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order, or a similar order under any other legislation, in any country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please provide details:</i>		
Question 10	<i>Please only answer this question if some or all of your work with children or adults is at your home. Please answer this question to the best of your knowledge and ability.</i> Is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence or is that person at present the subject of a criminal investigation / pending prosecution?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s):</i>		

Declaration

- I confirm that the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.
- I confirm that I am not barred or otherwise banned in any way from working with children / vulnerable adults.
- I will apply for any relevant safeguarding checks to the position for which I have applied, if I am appointed. I am aware that details of pending prosecutions, previous convictions, cautions, or bind overs, etc., against me will be disclosed along with any other relevant information which may be known to the police, and barred lists held in the relevant countries where I have lived since the age of 16.
- I agree to inform the person within the place of worship / diocese responsible for safeguarding if I am convicted of an offence after I take up any post within the place of worship / diocese. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and / or the termination of my employment / voluntary work.
- I agree to inform the person within the place of worship / organisation responsible for safeguarding if I become the subject of a police and / or a social services / (Children's Social care or Adult Social Services) / social work department (or equivalent) investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and / or the termination of my employment / voluntary work.

Signature

Print Name

Date

As a place of worship / organisation we undertake to meet the requirements of the General Data Protection Regulation (GDPR) (EU) 2016/679 and all other relevant legislation. To see how your data will be stored and used, please see the Diocese in Europe's Privacy Policy: <https://europe.anglican.org/information/privacy-policy>

This form is strictly confidential and, except under compulsion of law, will be seen only by those with a role in authorising and making your appointment. It is only required once for each appointment.

Please Return To:

FOR ALL CLERGY, PTO, READER, POSTULANT, ORDINAND, CHURCHWARDEN AND CHAPLAINCY SAFEGUARDING OFFICER POSITIONS, PLEASE RETURN YOUR COMPLETED FORM DIRECTLY TO:

The Diocesan Safeguarding Administrator
 Diocese in Europe
 14 Tufton Street
 London
 SW1P 3QZ
europe.safeguarding@churchofengland.org

FOR ALL OTHER IN-CHAPLAINCY POSITIONS THAT REQUIRE SAFEGUARDING, PLEASE RETURN YOUR COMPLETED FORM TO YOUR CHAPLAINCY SAFEGUARDING OFFICER.

FOR ANY QUERIES REGARDING WHO TO RETURN YOUR COMPLETED CONFIDENTIAL DECLARATION FORM TO, PLEASE EMAIL THE DIOCESAN SAFEGUARDING TEAM AT europe.safeguarding@churchofengland.org.

Annex 1D



Application form

Certificate of Conduct for Natural Persons (VOG NP)

Complete the form in block letters.

When submitting your application to the municipality, you must produce a valid identity document and pay the appropriate fee.

1 To be completed by the applicant

1.1 Applicant's details

Surname and given names

|

Prefix to surname and given names (in full)

|

Day Month Year

|

Place of birth

Country of birth

|

Street and number

Postal code

|

Country

Town/city

|

> Below, enter your nationality. If you have a dual or multiple nationality mention them also

Nationality/ies

|

Citizen Service Number:

|

Telephone number

Email address

|

1.2 Applicant's signature

The applicant hereby declares that he/she has completed this form in full and truthfully, and agrees to the content of the explanatory note on question 1.2.

Place

Day

Month

Year

|

Signature

|

2 To be completed by the organisation/body requiring the Certificate

2.1 Details of organisation/body

Name of organisation/body

|

Name of representative

|

Street and number

Postal code and town/city:

|

|

Telephone no.

Country

|

|

2.2 Purpose of the application

> If you are applying for the Certificate of Conduct in order to obtain a visa, licence, taxi driver's permit etc., enter this information under 'Other'.

☐ Employment

Job (to which the application relates; e.g. teacher, cleaner, transport manager)

|

Description of tasks (if possible, enclose a job description)

|

☐ Other purpose

Description (e.g. taxi driver's permit, visa/emigration, operating licence)

|

2.3 Specific screening profile

Are you applying for the Certificate in connection with one of the jobs or purposes mentioned below?

> For more information on the risks associated with these jobs or purposes, go to www.justis.nl.

☐ No, continue with question 2.4

☐ Yes, the following job/purpose: (NB: Check only one box)

☐ 01 Political office holder

☐ 06 Visa and emigration

☐ 18 Housing permit

This screening profile may be used only under 'Wet bijzondere maatregelen grootstedelijke problematiek'

☐ 25 (Special) enforcement officer

☐ 40 Holiday host family and adoption

☐ 45 Health care and welfare of people or animals

☐ 50 Operating licence

This screening profile may be used only if the municipality is the body requiring the Certificate and you are applying for a Certificate in order to obtain an operating licence for a catering establishment

☐ 55 Legal services

☐ 60 Education

This screening profile is applicable to anyone working in an educational institution

☐ 65 Taxi industry; taxi driver's permit

This screening profile may be used only if Kiwa Register BV is the organisation requiring the Certificate

☐ 70 Taxi industry; operator's licence

This screening profile may be used only if Kiwa Register BV is the organisation requiring the Certificate of Conduct

Initial/stamp of organisation/body

- ☐ 75 Family supervisor, probation officer, child welfare investigator, social worker
- ☐ 80 Sworn interpreters/translators
This screening profile may be used only if the Legal Aid Council is the body requiring the Certificate.
- ☐ 85 Membership of shooting club
- ☐ 95 Financial services
- ☐ 96 Unknown employment
This screening profile may be used only for recruiting staff with an unknown employment

2.4 General screening profile

> *Check where applicable*

Screening will be based on the features of the job you have checked, so it is important to make sure that the features checked correspond to the job/tasks or other purpose concerned.

> *For more information on job features, go to www.justis.nl.*

Information

- ☐ 11 Being authorised to consult and/or process data in computer systems
- ☐ 12 Handling sensitive/confidential information
- ☐ 13 Having knowledge of security systems, control mechanisms and verification processes

Money

- ☐ 21 Handling cash, transferable money and/or (digital) securities
- ☐ 22 Having budgetary authority

Goods

- ☐ 36 Monitoring production processes
- ☐ 37 Having access to goods
- ☐ 38 Having access to materials, property, objects etc. that, if used inappropriately or incorrectly, pose a risk to people and/or animals

Services

- ☐ 41 Providing services (advice, cleaning, catering, maintenance, etc.)
- ☐ 43 Services in individual living environment

Business transactions

- ☐ 53 Making decisions on offers (conducting negotiations and concluding contracts) and awarding contracts

Processes

- ☐ 61 Maintaining/converting/operating production or other machinery and/or devices, vehicles and/or aircraft
- ☐ 62 Transporting and/or delivering goods, post and packages otherwise than via an in-company transport system
- ☐ 63 Transporting passengers

Management

- ☐ 71 Managing people and/or (part of) an organisation

Persons

➤ *If you check 'Persons' as a risk area, there must be a difference in power between the persons concerned. It is not about dealing with colleagues.*

- ☐ 84 Being responsible for the care of minors
- ☐ 85 Being responsible for the care of persons requiring assistance such as the aged and the disabled
- ☐ 86 Childcare (This should only be used in combination with number 84)

Initial/stamp of organisation/body

2.5 Special circumstances

➤ Indicate any special circumstances in connection with the application.

The location where you do your job may be relevant to the application's assessment. For instance, if you provide cleaning services at a childcare centre, the assessment will be conducted differently than if you do so in an office.

☐ No (continue with the next question)

☐ Yes (please explain)

2.6 Signature on behalf of the organisation/body

On behalf of the organisation/body, the undersigned hereby declares that he/she has completed this form in full and truthfully.

Place

Day

Month

Year

|

Signature of representative

Stamp of organisation/body

3. To be completed by the municipality

Application number	_____						
Any special remarks	<input type="checkbox"/> No (continue with the next question)						
	<input type="checkbox"/> Yes (please explain)						

Continue processing the application	<input type="checkbox"/> No (continue with the next question)						
	<input type="checkbox"/> Yes (please explain)						

COVOG consulted about admissibility	<input type="checkbox"/> No (continue with the next question)						
	<input type="checkbox"/> Yes (please explain)						

	Application form has been completed in full, and applicant's identity has been verified.						
Name of municipal officer	_____						
Initials of municipal officer	_____						
Municipality	_____						
Place and date	Place	Day	Month	Year			

Explanatory notes

For persons completing the application form for a Certificate of Conduct for Natural Persons (VOG NP)

Complete the form with care and without spelling mistakes. Some of the information you submit will be automatically copied to the Certificate of Conduct.

1. To be completed by the applicant

1.1 Applicant's details

Surname	Enter your surname.
Place of birth	Indicate the town/city where you were born, as it was called at the time of your birth.
Country of birth	If you were born outside the Netherlands, indicate the country where you were born, as it was called at the time of your birth.

1.2 Applicant's signature

By signing this application form you declare that you agree that, where applicable, information will be requested from the criminal justice records of the country of which you are a national and that the information in question may be used in assessing your application.

2. To be completed by the organisation/body requiring the Certificate

2.1 Details of organisation/body

Name of representative: enter the name of the person representing the organisation/body named in this application

2.2 Purpose of the application

Job	The job in connection with which you are applying for the Certificate.
Description of tasks	Describe the tasks and responsibilities that come with the job. You may omit this description if you enclose a job description.
Other purpose	Not all applications for a Certificate are accepted for processing. An application for a Certificate in order to get married in the Netherlands, for instance, will not be accepted for processing. For more information on the conditions for processing an application, contact the Central Organisation for Certificates of Conduct (COVOG) (for contact details, go to www.justis.nl).

2.3 Screening profile

If you have not checked a screening profile box in question 2.3, you must check the job/task features or another purpose in question 2.4. The COVOG may cancel an application if the organisation/body requiring the Certificate has not checked a general or specific screening profile.

Important!

As the organisation/body requiring the Certificate, you are a link in preventing fraud. By initialling the application form at the bottom of each page, you will be helping prevent fraud. You are also responsible for verifying the authenticity of the Certificate you receive. For more information on this subject, go to www.justis.nl.

A pre-printed signature on a Certificate is sometimes not enough because an original signature is required, for instance in cases of international adoption, when you are obliged to guarantee to the foreign authorities that the signature is authentic. When you submit your application, you can ask the municipal officer to include as a special remark that your Certificate must be provided with an original signature.