



BACKGROUND CHECK/POLICE CHECK
INSTRUCTIONS
LONDON | DUBLIN

Due to regulations set out by the UK DIUS (Department for Innovation, Universities and Skills), it is now a **requirement** for all students considering either a psychology placement or a placement at a charity or NGO in the United Kingdom that deals with vulnerable clients to obtain a background/police check. Similar legislation applies in Ireland for anyone working in direct contact with children, and many organizations working with vulnerable populations are likely to request a background check as well.

All students considering any type of *psychology*-based placement, or those whose Placement Manager recommends a background check, **MUST** have a background check **completed in the United States** before arriving in the UK or Ireland. You are required to bring a copy of this background check for the Placement Team to review and keep on file. **You will not be able to start a psychology placement without it.**

***Important:** There are a number of ways in which to process a background check and it varies in each state.

The following instructions will help you follow the correct procedure for your state:

1. Start with either of the following:

A: Go to your local police station and request a background check. Depending on the state, they may just ask you for some ID and your social security number, or they may also ask you to be finger printed. Please do not worry; this is a normal procedure. This can be a lengthy process from start to finish. We recommend that you set this process in motion as soon as possible before your departure from the United States. That way you have plenty of time to go through the procedure and receive your complete background check before you arrive in the UK.

OR

B: Go through an official organization that completes background checks. Certain states such as Massachusetts and Pennsylvania do not process background checks through their police stations.

- If your permanent residence is in Massachusetts you will need to request a CORI (Criminal Offender Record Information) from the Department of Criminal Justice Information Services:
<http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori>
(cut and paste the link in to your browser if the hyperlink doesn't work)
- In Pennsylvania, you can request an online background check through PATCH:
<https://epatch.state.pa.us>
(cut and paste the link in to your browser if the hyperlink doesn't work)

2. Ensure that you take some ID with you; a drivers license is normally the preferred ID as it has both your picture and your home address listed. If you do not have a driver's license please ensure that you take both a picture ID and some proof of your permanent address.

An important note: we will require official written confirmation from either a police station or official organization that you have *no* criminal record.

If you have any queries regarding the above please email londonadmin@eusa-edu.com or dublin@eusa-edu.com.