

## Common abbreviations

<b>ACCP</b>	Association of Caribbean Commissioners of Police
<b>APCC</b>	Association of Police and Crime Commissioners
<b>ASN</b>	Arrest summons number
<b>BRC</b>	Back record conversion
<b>COBIS</b>	Council of British International Schools
<b>FOI</b>	Freedom of Information
<b>FNO</b>	Foreign national offending
<b>FPN</b>	Fixed Penalty Notice
<b>ICPC</b>	International Child Protection Certificate
<b>ICO</b>	Information Commissioner's Office
<b>LEDS</b>	Law Enforcement Data Service
<b>NaVCIS</b>	National Vehicle Crime Intelligence Service
<b>NCA</b>	National Crime Agency
<b>NPCC</b>	National Police Chiefs' Council
<b>NPFDU</b>	National Police Freedom of Information and Data Protection Unit
<b>NWCU</b>	National Wildlife Crime Unit
<b>PNC</b>	Police National Computer
<b>UKVI</b>	UK Visas and Immigration
<b>ViSOR</b>	Violent and Sex Offender Register

# SUMMARY OF SERVICES

## Arrest summons numbers

The records we create on the PNC on behalf of non-police agencies, enabling them to bring prosecutions.

## Back record conversion

The process of converting historical records from microfiche to the PNC.

## Customer Services

Support for people applying for ICPCs, Police Certificates and subject access.

## Deportation certificates

We create certificates detailing conviction histories of people removed from the UK to Australia, Jamaica or South America, for the authorities in those countries.

## International Child Protection Certificates

Issued to people looking to work with children overseas and confirm to the employer whether or not the individual has a relevant criminal history in the UK.

## International criminal conviction exchange

There are four main international criminal conviction exchange processes:

**Requests out** – received from within the UK for conviction information held abroad. Requests may be made by the police, or other non-police agencies.

**Requests in** – received from authorities abroad for conviction information held in the UK.

**Notifications out** – proactive messages sent abroad about foreign nationals convicted in the UK.

**Notifications in** – proactive messages received about UK nationals convicted abroad.

**Note:** 'EU Directive 93' on page seven relates to Directive 2011/93/EU of the European Parliament and of the Council of 13 December 2011 on combating the sexual abuse and sexual exploitation of children and child pornography.

## Police Certificates

Issued to people looking to move or work abroad. They confirm whether or not the applicant has a conviction history in the UK, and provide details as appropriate. The product is used by embassies, consulates and high commissions to make decisions on visa applications.

## PNC name enquiry checks

ACRO carries out checks on behalf of non-police agencies to provide conviction information in support of their work.

## PNC updates

Updates to the PNC with basic information such as name, date of birth and address.

## Record deletion

The process by which people can ask for information held about them on national police systems to be removed under certain criteria and subject to eligibility. ACRO co-ordinates this service on behalf of police forces in England and Wales.

## Sex offender records management

This is carried out in respect of both UK nationals convicted of sex offences abroad and foreign nationals in the UK found to have convictions for sex offences abroad. We manage records until they are transferred to force for local public protection.

## Subject access

A service we provide on behalf of police forces to people who want to access information held about them on the PNC.

## UKVI certificates

We create certificates detailing conviction histories of foreign nationals applying to return to the UK, which are used to help make visa decisions.