

CRIMINAL RECORD CHECKS TIMELINE FOR CALL TO THE BAR

These checks can take **3 MONTHS or more** from start to finish. You CANNOT leave this till later on or you risk not having completed checks issued by the Inn's **Eligibility Deadline (3 weeks before your Call date)**. You must regularly check your junk/spam folders as emails often get caught (particularly gmail).

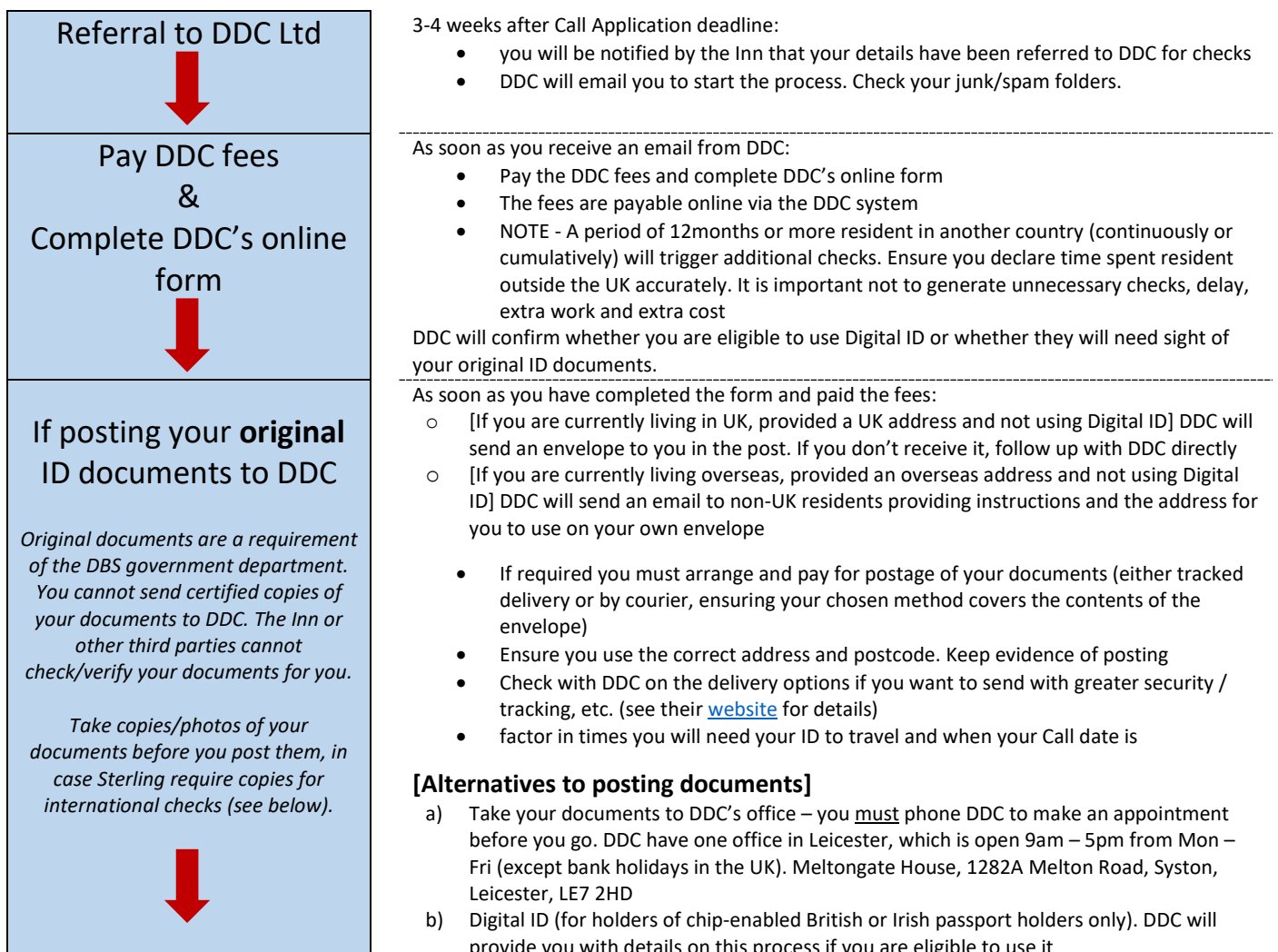
The process requires you to provide original ID to the company which conducts the checks (DDC Ltd) and therefore you may need to factor in any times when you know you will need your ID to travel and when your Call date is.

- **DBS** = Disclosure and Barring Service (a UK check)
- **International / Overseas check** = additional check(s) dependent on your address history in the last 5 years
- **DDC** = Due Diligence Checking Ltd – the company used by all four Inns for the criminal record checks
- **Sterling** = Sterling Ltd – the company used by DDC for any international checks that are required
- **Digital ID** = an electronic method of verifying ID, only available to holders of a chip-enabled British passport

Waiver from criminal record checks for Call

The BSB has introduced a very limited waiver which applies only to students living overseas for whom it would be unlawful to send their original ID documentation or to do so would represent a threat to their personal safety or freedom. It is our understanding that in some countries it may be an offence if you post your ID out of the country and you may be at risk if you are not always in possession of your ID (to produce on demand to authorities). You MUST therefore check what applies to you. If you think you are eligible, submit a waiver application form (downloadable from [our website](#)) ASAP to avoid a referral to DDC.

The following steps are a summary of the criminal record checks procedure, but there will be variations depending on circumstances, and some actions may occur simultaneously.



<p>DDC post your documents back to you</p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> • DDC return documents via Royal Mail's 'International Signed For' service. There is the option to upgrade this, or arrange for a courier. Couriers need to be arranged for by you, and you need to inform DDC that this is what you want to do as soon as possible
<p>Video call with DDC to verify your identity</p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> • DDC will contact you to book a video call (10-15 mins approx.) • Ensure you will be available and have a camera which works on your device • During the call ask DDC if one or more international checks is/are going to be needed and what is required of you next if that is the case
<p>DDC will submit your application to the DBS for your UK check</p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> • Your DBS certificate will be sent to you in the post (you can also choose to receive a notification when the UK DBS check is issued) • <u>If your check is clear (no content)</u> you should <u>not</u> send this to the Inn (we can see when it has been issued on our DDC account) • <u>If your check is not clear (contains cautions/convictions)</u> you need to POST/BRING the original to the Inn. You may choose to email a copy to the Inn first in case the hard copy does not arrive or takes time to arrive. The Inn will then contact you with regards to next steps.
<p>BE AWARE: DDC may tell you your check is 'complete' – they are often referring to the DBS UK check only. You cannot be Called if any international checks are required and are not completed in time.</p>	
<p>International check(s) Additional fee to pay</p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> • If one or more international checks are needed, DDC will notify you and request payment for the relevant fees, to be paid by phone or bank transfer. • The cost of checks varies by country (Price list). • The length of time they take also varies widely – some take SEVERAL WEEKS/MONTHS. You will NOT be eligible for Call if any check for you is incomplete.
<p>DDC will refer you to Sterling for International checks</p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> • Once the fees are paid, DDC will refer your details to a company called Sterling • International checks are via a completed separate process.
<p>Sterling will contact you to initiate International check(s)</p> <p style="text-align: center;">↓</p> <p>You must complete any additional forms and provide any documents as requested</p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> • Set up an online Sterling account and provide all necessary details to Sterling as requested as soon as possible. Sterling may ask you to complete another form or repeat details you have already provided to DDC (those details may not have been referred on or they may need something slightly different). Sometimes Sterling may request copies of ID documents from you. • Do not assume that if you have already provided the details to DDC that your input is complete for this extra process. • Ensure that you follow up with Sterling to ensure that the process is completed and they have applied for your international check. Middle Temple cannot speak to Sterling on your behalf as they are not our client (we can only speak with DDC).
<p>Sterling release your international check(s)</p>	<ul style="list-style-type: none"> • You can access this report via your online account with Sterling • Sterling will send the report to DDC. DDC process this and issue a report to the Inn containing both your DBS and international check results. • This can take some time. If the Call Eligibility Deadline is very near you can email your copy to the Inn (CalltotheBar@middletemple.org.uk, rather than the Inn waiting for it to be referred on from DDC).
<p>Each check has a lifespan of 12 months from the date of issuance and will be considered valid for any Call ceremonies scheduled to occur within that period. If your checks expire you will be referred to start the process again.</p>	

COMMON MISTAKES:

1. Emails are missed in spam/junk folders and/or contact between DDC and applicants is difficult if applicants are based outside the UK without easy phone contact possible
2. Candidates put off actions or ignore requests when busy with exams, or they need their passport for a holiday after exams, and delay sending it off to DDC
3. Misunderstandings arise about what exactly is 'complete' (a complete DBS UK check alone may not be enough for Call)
4. Unsatisfactory ID documents are provided by the applicant
5. Incorrect dates of non-UK residency are provided giving rise to unnecessary enquiries or further checks
6. Payment for an international check is not made by the applicant, and DDC do not refer details to Sterling or they are referred late (and the applicant is not aware or not chasing up progress)
7. Candidates wrongly assume that Middle Temple can speed up results for them or intervene in this process or that the Inn can waive checks which are required – we cannot.