**Do I need to tick the ‘Do you have a relevant criminal conviction?’ box on the application form?**

The UCAS application and the Direct Entry Application Form require you to state if you have a “relevant” criminal conviction.

**Courses requiring a DBS check**

If you are applying to do a course where a DBS is required (please check the entry requirements for the course) you should select “Yes” if you have ever had a conviction, even if it is spent.

Where indicated in the prospectus or throughout the website, specific programmes / courses may involve regular access to children and/or vulnerable adults, also known as regulated activity. Where this is the case, students will be legally required to undertake a DBS check. The University will send further instructions on undertaking a DBS check as part of the admissions process.  
  
Further information on DBS checks can be found here:  
  
[**Disclosure and Barring**: an introduction](http://www.direct.gov.uk/en/Employment/Startinganewjob/DG_195809)DBS checks are carried out by the Student and Programmes Centre. You must complete the DBS form in person at the relevant school office; you will not be allowed to take these forms away to complete as each form is numbered and tracked.  
  
An enhanced DBS check (which you will need) currently costs £44. Payment must be made in advance, either online or to the Cash Office (B Corridor - Plas Coch Campus). Online payments can be made via:  
  
[Click here to pay online](http://store.glyndwr.ac.uk/browse/product.asp?catid=32&modid=1&compid=1)

“Relevant” Offences to be declared where your courses DOES NOT require a DBS check

Relevant criminal offences that should be declared include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of the following:

* Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
* Offences listed in the Sex Offences Act 2003\*.
* The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.
* Offences involving firearms.
* Offences involving arson.
* Offences listed in the Terrorism Act 2006\*\*.

If your conviction involved an offence similar to those set out above, but was made by a court outside of Great Britain, and that conviction would not be considered as spent under the Rehabilitation of Offenders Act 1974, you should tick the box.

Convictions not to be declared where your course DOES NOT require a DBS check

Convictions which are “spent” (as defined in by the Rehabilitation of Offenders Act 1974) are not considered relevant where the course you are applying to study does **not** require a Disclosure & Barring Service check (DBS) as part of its entry requirements.

For courses not requiring a DBS, warnings, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) are not classed as convictions for the purpose of this section, unless you have contested a PND or breached the terms of an ASBO or VOO and this has resulted in a criminal conviction.

Please note that you do **not** need to include convictions, cautions, warnings or reprimands which are deemed 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.  
  
Further information on filtering can be found at: [www.gov.uk/government/collections/dbs-filtering-guidance](https://www.gov.uk/government/collections/dbs-filtering-guidance)

For further guidance please look at the information shown against the programme/course or contact the Admissions and Enquiries Team on 01978 293974.

\*http://www.legislation.gov.uk/ukpga/2003/42/contents

\*\* http://www.legislation.gov.uk/ukpga/2006/11/contents