College of Policing

college.police.uk

Sample letter of rejection

Force address:

Vetting reference:

Failure of the police vetting process

Dear

Following your recent application for police vetting clearance, I am writing to inform you that you have failed the police vetting process. This decision has been made in accordance with the requirements of the Vetting Code of Practice and associated Authorised Professional Practice on Vetting.

The reason for your failure is:

You have a right of appeal only if one or more of the following grounds apply:

- further information is available that was not considered by the decision maker
- the vetting rejection was disproportionate considering the circumstances or details of the case
- the decision was perverse or unreasonable
- no explanation has been given for the decision.

Should you wish to submit an appeal, you must do so in writing, clearly identifying and supporting one or more of the grounds shown above. Please send your appeal to your Force Vetting Manager.

If you fail to submit sufficient information that supports the grounds for an appeal to be considered, this process will be terminated.

You should be aware that if the reason for your failure includes information that relates to a third party, it will not be released to you under the provisions of the Data Protection Act 1998. For further information on the appeals process, visit **APP Vetting, section 7.43**.

The decision of the appeal authority is final.

Yours sincerely