

## Declaration of Conduct

Complete the form in print. When submitting your application to the Public Service Center, you must produce a valid identity document, recent detailed Census registration print out (3 months validity) and pay the appropriate fee.

### 1 To be completed by the applicant

#### 1.1 Applicant's details

male       female (if married, please give your maiden name)

Surname \_\_\_\_\_

Surname | \_\_\_\_\_

Given names (in full) \_\_\_\_\_

Given names (in full) | \_\_\_\_\_

Day | Month | Year | | | | |

Date of birth \_\_\_\_\_

Place of birth \_\_\_\_\_ Country of birth \_\_\_\_\_

Place and country of birth \_\_\_\_\_

Street and number \_\_\_\_\_ Area \_\_\_\_\_

Current Address \_\_\_\_\_

Country \_\_\_\_\_ town/city \_\_\_\_\_

Country and town/city \_\_\_\_\_

Nationality/ties \_\_\_\_\_

Nationality/ties \_\_\_\_\_

ID No / Passport No: \_\_\_\_\_

ID No / Passport No: \_\_\_\_\_

Telephone number \_\_\_\_\_ Email address\* \_\_\_\_\_

Telephone number and email address \_\_\_\_\_

**\* By providing an email address you give permission to receiving communication digitally at the provided email address about the submitted application.**

#### 1.2 Purpose of application: *(check if applicable)*

- Public Sector Employment (**Government organization has to fill out and sign section 2**)
- Private Sector Employment (**organization has to fill out and sign section 2**)
- Educational Sector Employment (**organization has to fill out and sign section 2**)
- Operating License - for a catering/bar/restaurant/adult entertainment establishment (**specify in section 2.2**)
- Directorship (**specify in section 2**)
- Business License (**specify in section 2.2**)
- Vending License (**specify in section 2.2**)
- Weapon License (**specify in section 2.2**)
- Foreign Visa Application      name country: \_\_\_\_\_  
purpose:      Education/ Work/ Vacation / Other: \_\_\_\_\_
- Emigration Purposes      name country: \_\_\_\_\_
- Residency Purposes (Local)      IGD reference number: \_\_\_\_\_
- Scholarship Purposes / Education Institution
- Adoption

### 1.3 Judicial documentation

Have you been in contact with the Police or Justice officials?

No \_\_\_\_\_

Yes (please provide an elucidation)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 1.4 Applicant's signature

The applicant hereby declares that he/she has completed this form in full and truthfully.

Place and date	Place	Day	Month	Year
	_____			
Signature	_____			

**2 To be completed by the organization/institution requiring the Declaration of Conduct.** The organization is obliged to provide a copy of the related vacancy/job description, and to outline the function, the function level as well as the function contact details.

**2.1 Details of organization/institution**

Name of organization/institution \_\_\_\_\_

Name of organization/institution \_\_\_\_\_

Name of contact person \_\_\_\_\_

Name of contact person \_\_\_\_\_

Street and number \_\_\_\_\_ Area: \_\_\_\_\_

Address \_\_\_\_\_

Telephone no. \_\_\_\_\_ Country \_\_\_\_\_

Telephone no. and country \_\_\_\_\_

**2.2 Purpose of the application**

Employment \_\_\_\_\_

Job (to which the application relates; e.g. teacher, cleaner, transport manager) \_\_\_\_\_

Description of tasks (if possible, enclose a job description) and job level \_\_\_\_\_

Other purpose \_\_\_\_\_

Description (e.g. type of operating license, type of business license, type of vending license, type of weapon license; type of weapon and first application or renewal of current valid weapon license) \_\_\_\_\_

**2.3 Specific screening profile**

Is the Declaration in connection with one of the jobs or purposes mentioned below? (NB: Check only one box)

- Political office holder
- (Special) enforcement officer
- Holiday host family
- Health care and welfare of people or animals
- Legal services
- Education  
*This screening profile is applicable to anyone working in an educational institution, day- and after school care institutions*
- Taxi industry; taxi drivers permit

## 2.4 General screening profile

> Check where applicable

Screening will be based on the features of the job you have checked, so it is important to make sure that the features checked correspond to the job/tasks or other purpose concerned.

### Information

- Being authorized to consult and/or process data in computer systems
- Handling sensitive/confidential information
- Having knowledge of security systems, control mechanisms and verification processes

### Money

- Handling cash, transferable money and/or (digital) securities
- Having budgetary authority

### Goods

- Monitoring production processes
- Having access to goods
- Having access to materials, property, objects etc. that, if used inappropriately or incorrectly, pose a risk to people and/or animals

### Services

- Providing services (advice, security, cleaning, catering, maintenance, etc.)
- Services in individual living environment

### Business transactions

- Making decisions on offers (conducting negotiations and concluding contracts) and awarding contracts
  - Making decisions and interacting with parties within the organization only
  - Making decisions and interacting with parties outside of the organization as well
  - Level of security clearance applicable
  - Signing authority/representation authority

### Processes

- Maintaining/converting/operating production machinery and/or other devices, vehicles and/or aircraft
- Transporting and/or delivering goods, post and packages otherwise than via an in-company transport system
- Transporting passengers

### Management

- Managing people and/or (part of) an organization

### Persons

> If you check 'Persons' as a risk area, there must be a difference in level of authority between the persons concerned. It is not about dealing with colleagues.

- Being responsible for the care of minors
- Being responsible for the care of persons requiring assistance such as the aged and the disabled
- Transporting passengers
- Childcare (This should only be used in combination with other features)

## 2.5 Special circumstances

> Indicate any special circumstances in connection with the application.

*The location where applicant does his job may be relevant to the application's assessment. For instance, if you provide cleaning services at a childcare center, the assessment will be conducted differently than if you do so in an office.*

*For other special circumstances, see the explanatory notes accompanying the application form.*

No (continue to 2.6)

Yes (please explain)

\_\_\_\_\_

## 2.6 Signature on behalf of the organization/institution

On behalf of the organization/institution, the undersigned hereby declares that he/she has completed this form in full and truthfully.

Place

Day

Month

Year

Place and date

\_\_\_\_\_

Signature of contact person

\_\_\_\_\_

Stamp of organization/institution

### 3. To be completed by the PSC (Public Service Center)

Application number \_\_\_\_\_

Any special remarks  No (continue with the next question) \_\_\_\_\_

Yes (please explain) \_\_\_\_\_

\_\_\_\_\_

Ready to be further processed  Yes \_\_\_\_\_

\_\_\_\_\_

No (please explain and contact Ministry of Justice if necessary)

\_\_\_\_\_

\_\_\_\_\_

Application form has been completed in full, and applicant's identity has been verified.

\_\_\_\_\_

Name of PSC officer \_\_\_\_\_

Initials of PSC officer \_\_\_\_\_

Place \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Place and date



# Explanatory notes

## For persons completing the application form for a Declaration of Conduct

Complete the form with care and without spelling mistakes.

### 1. To be completed by the applicant

#### 1.1 Applicant's details

- Surname: Enter your surname.
- Place of birth: Indicate the town/city where you were born, as it was called at the time of your birth.
- Country of birth: If you were born outside of Sint Maarten, indicate the country where you were born, as it was called at the time of your birth.

#### 1.2 Purpose of application

**Note: A Declaration can only be provided for a specific job position and not for general job opportunities.**

For employment purposes the organization has to fill in and sign section 2.

- Other purpose: Not all applications for a Declaration are accepted for processing. Only the purposes mentioned in this section are applicable. For example, applications for a Declaration for the purpose of a marriage, rotary or associations do not fall under purpose for a Declaration. For more information on the conditions for processing an application, contact the Public Service Center (PSC).
- Operating License: If you are applying for a Declaration in order to obtain an operating license, you have to specify the type of license in section 2.2: a catering/bar/restaurant/adult entertainment
- Business License: If you are applying for a Declaration in order to obtain a business license, you have to specify the type of business and the type of services you will be providing in section 2.2
- Vending License: If you are applying for a Declaration in order to obtain a vending license, you have to specify the type of goods or services you will be providing in the public space that is not a store in section 2.2
- Weapon License: If you are applying for a Declaration in order to obtain a weapon license, you have to specify the type of weapon (speargun, firearm, crossbow etc.) and indicate if it regards a first application for a weapon license or a renewal of a weapon license.
- Emigration purpose: Please be advised that certain foreign authorities do not request a Declaration of Conduct but another type of document. A DOC/VOG is for example not similar to Police Record as requested by the authorities of the United States of America.

### 2. To be completed by the organization/institution requiring the Declaration

The application will not be processed if the organization/institution requiring the Declaration has not checked a general or specific screening profile. The organization/institution must provide insight into the function, the function level and the level of representation/authorization and or level of security clearance applicable for the function in relation to which the Declaration is sought.

#### 2.1 Details of organization/institution

- Name of contact person: Enter the name of the person representing the organization/institution

#### 2.2 Purpose of the application

- Employment: The job for which the Declaration is requested.
- Description of tasks: Describe the tasks and responsibilities that come with the job. The vacancy or job description must be included.
- Other purpose: Specify the type of operating license, business license, vending license or weapon license.

#### 2.3 Special circumstances

For instance, if one of your tasks is to substitute for a management colleague, or if you carry out your tasks in a highly confidential environment, or if your job is concerned with the rehabilitation of offenders.

## Important!

As the organization/institution requiring the Declaration, you have a role in preventing fraud. By initialing the application form at the bottom of each page, you will be helping prevent fraud. You are also responsible for verifying the authenticity of the Declaration you receive.