

MEMBERSHIP CRITERIA - FULL AND PROVISIONAL

V13 2023-11

FULL MEMBERSHIP CRITERIA

1. Applicants must be resident in the United Kingdom and have been engaged as fulltime investigators in the UK for a **minimum of two years**, either as principal or employee of a reputable investigation agency.
2. They must be 21 years or over.
3. All Full members will be required to hold Professional Indemnity Insurance at the minimum level of cover of £500,000. The Association has a members' only arrangement with a preferred broker **PolicyBee**, which provides comprehensive cover at discounted premiums. Click [HERE](#) for details.
4. A Criminal Conviction Certificate (Basic Disclosure or above and meets the ABI Policy Statement, click [HERE](#)), which is less than 12 months old will be inspected. Please see Notice & Consent, click [HERE](#), in particular references to the processing of criminal offence data. Disclosure can be applied for on-line, click [HERE](#) (DBS) or [HERE](#) (Disclosure Scotland for all UK).
5. All UK members are required to be registered with the Information Commissioner's Office, click [HERE](#).
6. The application process culminates with an informal video call with the selection panel that will review the application:
 - a. The applicant will be expected to be sufficiently knowledgeable in the areas of law and procedure, which are relative to professional investigator, such as privacy, and on areas of their professional activities.
 - b. Whilst the review is not a test, it is an assessment as to suitability and part of the ABI's quality control. No specific preparation is necessary.
 - c. Ahead of the review the applicant for Full membership will be requested to provide a couple of reports (redacted) as samples of the applicant's recent work. Whilst nothing spectacular is required, the sample reports will be expected to be presented in a professional format.
 - d. The ABI values its reputation and applicants are required to be frank on the information provided and disclose any areas that may be deemed controversial.
7. The applicant will be notified formally in writing by the Secretariat as to the outcome of the application.
8. In the event membership is not granted or is deferred, the panel is not obliged to give a reason but may offer suggestions on the way forward, if appropriate.
9. Unsuccessful applicants may re-apply for membership after one year has elapsed.
10. Every applicant for Full Membership, unless exempt, will be required to have attended the ABI's one-day training workshop on UK GDPR; click [HERE](#) for available workshop dates. Applicants for membership will not be required to pay the fee to attend the workshop.

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PROVISIONAL MEMBERSHIP CRITERIA

1. Provisional Membership is open to persons who are over the age of 18 and UK based, but at the time of applying are either yet to become practicing investigators or have been practicing in the private and/or public sector for less than 2 years.
2. This category of membership will expire at the end of two years except in those cases where the applicant has not attained the age of 21 or at the discretion of the ABI it may be extended.
3. This category of Membership should be regarded as a probationary period before Full Membership is granted within 24 months.
4. All Provisional members will be required to hold Professional Indemnity Insurance at the minimum level of cover of £500,000. The Association has a members' only arrangement with a preferred broker **PolicyBee**, which provides comprehensive cover at discounted premiums. Click [HERE](#) for details.
5. A Criminal Conviction Certificate (Basic Disclosure or above and meets the ABI Policy Statement, click [HERE](#)), which is less than 12 months old will be inspected. Please see Notice & Consent, click [HERE](#), in particular references to the processing of criminal offence data. Disclosure can be applied for on-line, click [HERE](#) (DBS) or [HERE](#) (Disclosure Scotland for all UK).
6. All Provisional members are required to be registered with the Information Commissioner's Office, click [HERE](#).
7. The application process culminates with an informal video call with the selection panel that will review the application:
 - a. The applicant will be expected to be undergoing training (or be sufficiently knowledgeable) in the areas of law and procedure, which are relative to professional investigator, such as privacy, and on areas of their professional activities.
 - b. Whilst the review is not a test, it is an assessment as to suitability and part of the ABI's quality control. No specific preparation is necessary.
 - c. The ABI values its reputation and applicants are required to be frank on the information provided and disclose any areas that may be deemed controversial.
8. The applicant will be notified formally in writing by the Secretariat as to the outcome of the application.
9. In the event membership is not granted or is deferred, the panel is not obliged to give a reason but may offer suggestions on the way forward, if appropriate.
10. Unsuccessful applicants may re-apply for membership after one year has elapsed.
11. Every applicant for Provisional Membership, unless exempt, will be required to have attended the ABI's one-day training workshop on UK GDPR; click [HERE](#) for available workshop dates. Applicants for membership will not be required to pay the fee to attend the workshop.