



UNIVERSITAT RAMON LLULL

Sexual Offenses Clearance Certificate

Version 2. September 2025



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1. Who does it affect?

Organic Law 1/1996, on the Legal Protection of Minors, amended by Law 26/2015 and Law 45/2015, on volunteering, establishes the obligation to provide negative certificates from the Central Register of Sex Offenders for all professionals and volunteers who work in regular contact with minors.




The majority of IQS students are of legal age

BUT ARE UNDER 18 YEARS OF AGE:

- First-year students **who turn 18 between September and December.**
- New students who **come to information sessions and admission tests.**
- ESO and Baccalaureate students **who come to know IQS and carry out different activities** such as summer camps, workshops, round tables, TOEFL exams...

2. What is the certificate?

It is a certificate that allows the absence or existence of crimes of a sexual nature that appear in the Central Registry of Sex Offenders on the date they are issued.



MINISTERIO
DE JUSTICIA

**REGISTRO CENTRAL DE
DELINCUENTES SEXUALES**

CERTIFICA:

Que, en el día de la fecha, consultada la Base de Datos del Registro Central de Delincuentes Sexuales,
NO CONSTA información penal relativa a:

D./D* **con NIF n***

Conforme a lo dispuesto en la Decisión Marco 2009/315/JAI del Consejo de 26 de febrero, relativa a la organización y al contenido del intercambio de información de los registros de antecedentes penales entre los Estados miembros, **tratándose de ciudadanos españoles**, el presente certificado incluye, en su caso, las condenas impuestas por otros Estados miembros de la Unión Europea, en los mismos términos en que tales condenas hayan sido notificadas, sin que exista necesariamente una equiparación entre los tipos delictivos del Estado de condena y los tipos delictivos nacionales.

3. Who should apply for the certificate?



- ✓ **Teachers and Tutors** of the 1st year of Bachelor's Degree.
- ✓ Bachelor's Degree **Coordinators**.
- ✓ All **PTGAS, PDI** and **external staff** who have **direct and "close" contact with minors**, either in the day-to-day of the teaching activity, or in all those activities that IQS organizes on a one-off basis and in which minors participate. That is, anyone who may have **frequent contact with minors**.
- ✓ If you are in doubt, we recommend to apply for it.

4. How to get the certificate?

Through the [Sede Electrónica del Ministerio de Justicia](#).
To do this, you will need to be registered in the program [cl@ve](#)
or identify yourself using one of these options:

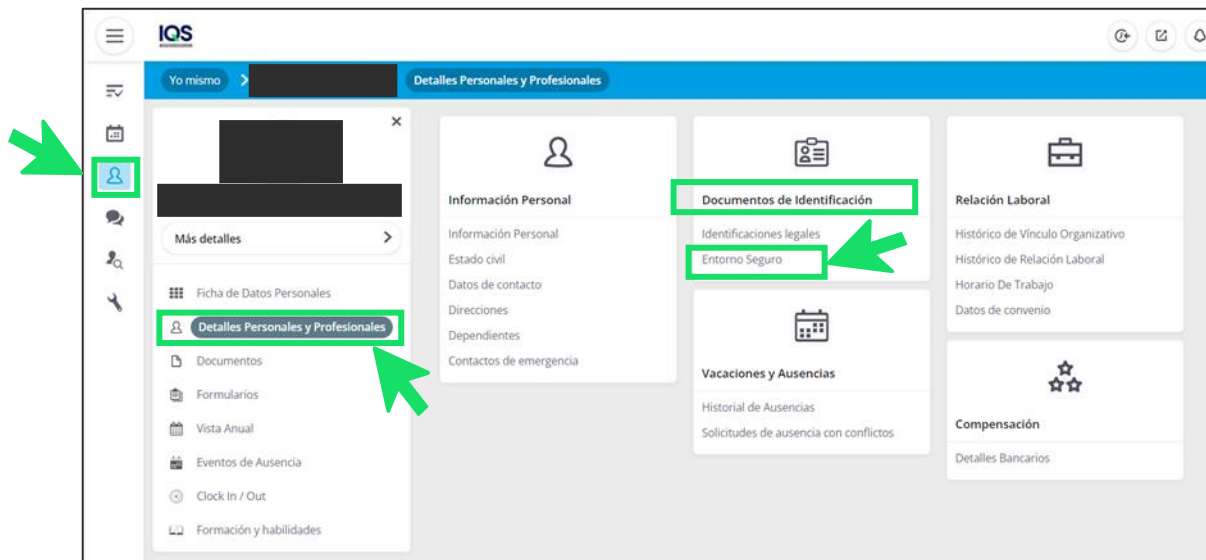


Requesting the certificate is the responsibility of each worker

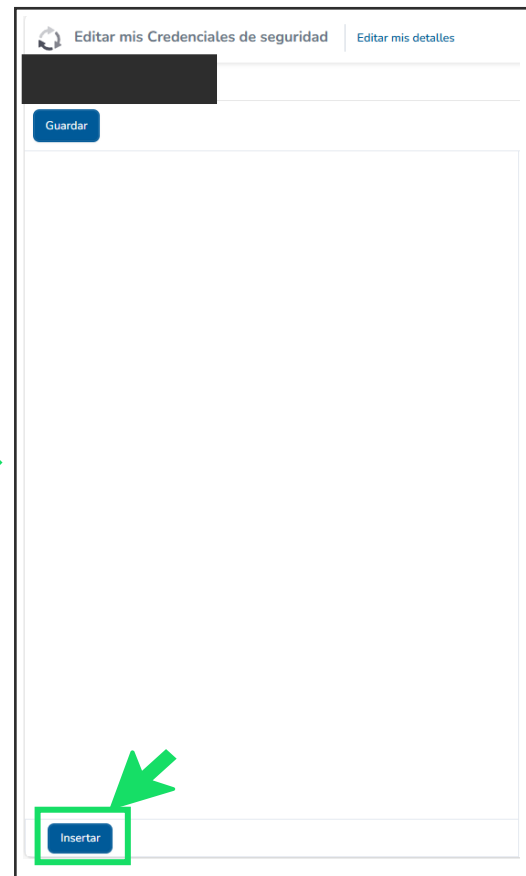
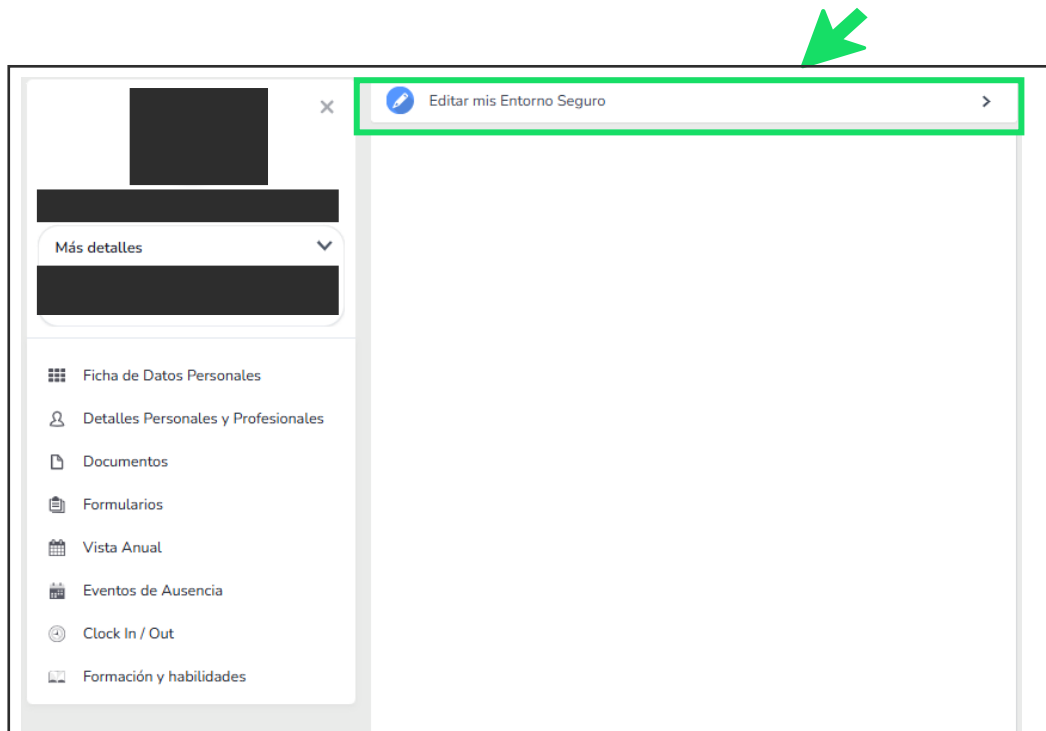
In the following link you can find all the information regarding the certificate: [Certificado de Delitos de Naturaleza Sexual](#)

5. What should I do with the certificate?

Once obtained, the same worker must upload it to the Cezanne HR in its **Personal and Professional Details / Identification Documents / Safe Environment** section.



Acces **Editar mis Entorno Seguro**



Fill in the fields as indicated below and finally go to **Adjuntar archivos**.

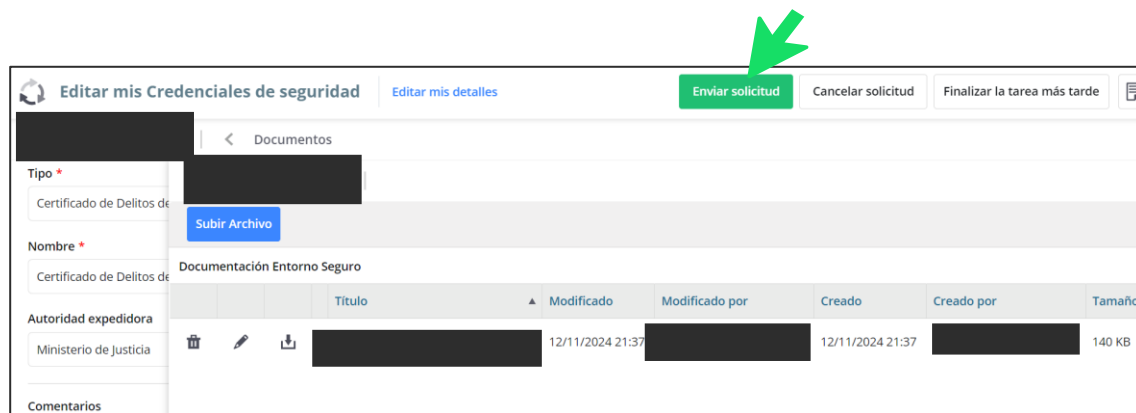
The image shows a form with several fields and instructions. Green arrows point from the form fields to instruction boxes on the right.

- Efectivo desde ***: 12/11/2024
- Efectivo hasta ***: 12/11/2028
- Fecha de emisión**: 12/11/2024
- Tipo ***: Certificado de Delitos de Naturaleza Sexual
- Nombre ***: Certificado de Delitos de Naturaleza Sexual
- Autoridad expedidora**: Ministerio de Justicia
- Comentarios**: (Empty text area)
- Buttons**: Adjuntar archivos, Cancelar, Aceptar

Instructions:

- Efectivo hasta: Efectivo desde + 4 years
- Open drop-down and select **Certificado de Delitos de Naturaleza Sexual**
- Write **Certificado de Delitos de Naturaleza Sexual**
- Write **Ministerio de Justicia**
- Attach certificate

To finish, go to the button **Enviar solicitud**



The screenshot shows a web interface for editing security credentials. At the top, there are three buttons: 'Enviar solicitud' (highlighted with a green arrow), 'Cancelar solicitud', and 'Finalizar la tarea más tarde'. Below these, there is a section for 'Documentos' with a 'Subir Archivo' button. The main form area is titled 'Documentación Entorno Seguro' and contains a table with the following data:

		Título	Modificado	Modificado por	Creado	Creado por	Tamaño
			12/11/2024 21:37		12/11/2024 21:37		140 KB

On the left side of the form, there are fields for 'Tipo' (Certificado de Delitos de), 'Nombre' (Certificado de Delitos de), and 'Autoridad expedidora' (Ministerio de Justicia). There is also a 'Comentarios' section at the bottom.

6. Other information of interest

When should you apply?

You can now start applying. The sooner we start, the better.



Expires? Does it have to be renewed?

It does not expire, but every 4 years we will request an update of the certificate.

Article 13.5 of Organic Law 1/1996 establishes: There is therefore no duty to periodically prove the lack of background information until there are circumstances that justify a new request for a certificate. However, it is at the employer's discretion to require the certificate again, in the event of having well-founded suspicions or when there are reasonable indications that the worker could have been convicted in a final judgment for a crime of a sexual nature after the initial presentation of the certificate

Can I apply in person?

Alternatively, you can request it in person at:



Oficina d'Expedició de Certificats d'Antecedents Penals, Últimes Voluntats i Assegurances
Office for the Issuance of Criminal Record Certificates, Last Wills and Insurance

C Caballero, 52*56, 08014 – Barcelona

