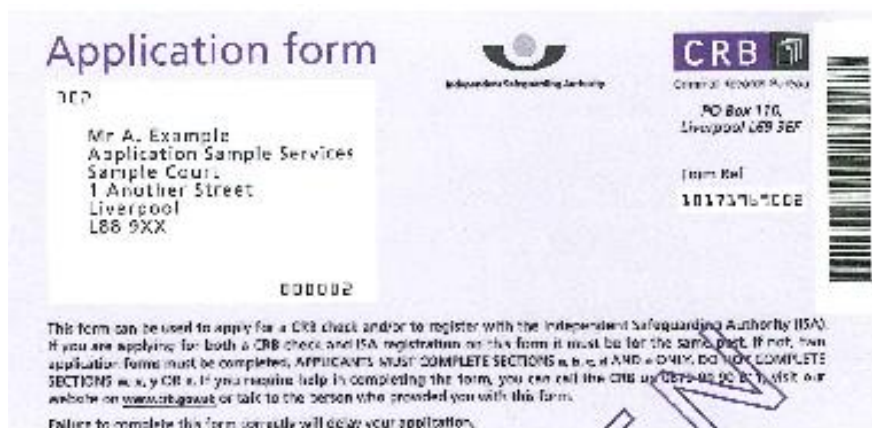


Guidance notes: CRB/ISA Applications



Guidance Notes for completing a CRB/ISA Application

This guidance is intended for those completing the following form



Application form

707

Mr A. Example
Application Sample Services
Sample Court
1 Another Street
Liverpool
L88 9XX

000002

CRB
Criminal Records Bureau
PO Box 170,
Liverpool L69 3EF

Form Ref
10173767000

This form can be used to apply for a CRB check and/or to register with the Independent Safeguarding Authority (ISA). If you are applying for both a CRB check and ISA registration on this form it must be for the same part. If not, two application forms must be completed. APPLICANTS MUST COMPLETE SECTIONS a, b, c, d AND e ONLY. DO NOT COMPLETE SECTIONS a, c, y OR z. If you require help in completing the form, you can call the CRB on 020 7663 1029 or visit our website on www.crb.gov.uk or talk to the person who provided you with this form.
Failure to complete this form correctly will delay your application.

for the period from June 2009 until such time as the ISA registration scheme is introduced.

This guidance should be read in conjunction with the guidelines provided on the CRB/ISA * application form to help the applicant and verifier complete and verify the form correctly.

This version of the notes provided by the Churches' Agency for Safeguarding (CAS) contains some extra information to assist people completing the form who are applying to work within Friends.

Please ensure you have the following 3 documents:

- CRB/ISA Application form
- CAS form
- Documentary Evidence sheet

The CRB/ISA forms can be obtained by contacting Philip Iddon in Quaker Life on philipi@quaker.org.uk or 020 7663 1029. They will be sent out with copies of the CAS form and Documentary Evidence sheet.

CAS forms and Documentary Evidence sheets can also be downloaded from the CAS website, www.churchsafe.org.uk .

* CRB Criminal Records Bureau
ISA Independent Safeguarding Authority

CRB/ISA Application form

These application forms can be used to apply for a CRB check only as ISA registration has been put on hold while the Government reviews the Vetting and Barring Scheme. The form must be completed in BLACK ink and in CAPITAL letters. If you have any queries about how to complete the form please see the CRB application guide at www.crb.homeoffice.gov.uk/eguide or ring CAS.

The **applicant** should complete Sections A, B, C and E as fully as possible.

Section D should be left blank – ISA Registration is not currently available.

Mandatory fields are highlighted in yellow. If you have more information than will fit on the form (e.g. extra names or addresses) please use the CRB's standard continuation form. This can be found at www.crb.homeoffice.gov.uk/guidance/rb_guidance/continuation_sheets.aspx or www.churchsafe.org.uk/resources.

Section A

Line 1 – title

The use of titles: as court and prison records include titles, this part does need to be completed.

Line 23 – Driving Licence Number

Please fill in the 'Driver Number'- for UK Driving Licences this is 16 or 18 digits long and starts with the first 5 letters of the applicant's surname.

Line 52 – Please leave this blank as controlled activity does not take place in church settings.

The **verifier** should complete the boxes headed 'registered body use only' to confirm that they have verified the applicant's name, date of birth, address and (if supplied) National Insurance number, Driving Licence number and passport number. They should also complete Sections W and X on the back of the application form.

Section X

Line 61 – Position applied for – Please make the nature of the role clear, stating whether the role involves children and/or Vulnerable adults. 'Volunteer' or 'Helper' does not give sufficient information to the police as to what the role will involve.

Line 62 – Do use abbreviations such as AQM/AM or LQM as Area/Local Quaker Meeting will often not fit into the spaces provided.

Line 63 – Level of CRB check – If the applicant is working with children and/or Vulnerable adults and you need to check the ISA Barred List(s) the level must be Enhanced. (This will be the case in nearly all applications.). Please see the [CRB website http://www.crb.homeoffice.gov.uk/services/disclosure_service.aspx](http://www.crb.homeoffice.gov.uk/services/disclosure_service.aspx) for more information on the limited range of roles for which Standard Disclosures are suitable.

Lines 64/65 – Please cross yes if the applicant will be working in regulated activity with the stated group.

Line 68 – Applications for volunteers are free to Meetings.

If the application is for a paid position the CRB charge the following fees: Enhanced CRB check only - £36. (ISA Registration is not currently available). Please enclose a cheque made payable to the “Churches’ Agency for Safeguarding.”

Britain Yearly Meeting makes an annual grant to the Churches’ Agency for Safeguarding to cover the costs of processing applications.

Section Y

Do not complete Section Y. This is for CAS to complete.

CAS Form

Either the **applicant** or the **verifier** can complete the applicant’s details on the left hand side. The **verifier** must complete the right hand section and sign the declaration at the bottom.

Documentary Evidence Sheet

This is for the **verifier** to complete. Please refer to the Documentary Evidence sheet for details of the identity documents that may be used and the number required. The **verifier** must check original documents and they must be currently valid. Please initial against the documents seen, enter the issue date (where applicable) and sign and date at the bottom. Please check that the document was issued within the required timeframe where applicable.

The **verifier** must check at least one document that verifies the applicant’s date of birth and at least one document that verifies the applicant’s current address as stated in Section B. It is desirable but not compulsory to have at least one piece of photographic ID. (Please note that passports and marriage certificates cannot be used as proofs of address.)

If the applicant has a passport or Driving Licence the **verifier** must check documents to verify the details entered in Section A. If the applicant has a National Insurance number it is desirable but not compulsory that the verifier see a document to verify this number (e.g. NI card, P45/P60.)

From time to time the CRB add extra documents to the list that they will accept. For the most up to date list and more detailed guidance please go to www.crb.homeoffice.gov.uk/guidance/rb_guidance/id_checking_process.aspx.

Please **do not** send original documents or photocopies of documents to CAS. The Documentary Evidence sheet indicating what documents have been seen is sufficient.

Final Instructions

It is a good idea for the verifier to keep a note of the applicant's name, date of birth, form reference number and date they sent off the application. (The form reference and date of birth are useful for the CRB's tracking system, www.crb.homeoffice.gov.uk/tracking.)

Please send the CRB/ISA application form, CAS form, Documentary Evidence sheet (plus a cheque if applicable and any continuation sheets if used) to;

The Churches' Agency for Safeguarding
Methodist Church House
25 Marylebone Road
LONDON
NW1 5JR

Please note that any forms sent directly to the Criminal Records Bureau will be rejected by the CRB and returned. CAS can only accept forms that have been verified by a person who is registered as a verifier with their denomination or organisation. In case of any query about a Quaker verifier, the CAS will be in contact with Michael Booth in Quaker Life.

Queries

If you have queries about Quaker aspects of applying for CRB checks, please contact

Michael Booth
Quaker Life
Friends House
Euston Road
London
NW1 2BJ

e-mail michaelsb@quaker.org.uk

telephone 020 7663 1023

If you have any queries about completing the form, please contact CAS on 020 7467 5216 or email cas@methodistchurch.org.uk.

July 2010