

## CRIMINAL RECORD CHECK APPLICATION FORM

As you may know, the Driving Standards Agency (DSA) requires all Approved Driving Instructors (ADIs) to have a Criminal Records Bureau (CRB) check. A completed Disclosure is only valid for DSA purposes for a period of 6 months. If you are renewing your registration, and have previously been requested by DSA to complete the CRB process, a further CRB application is now required.

In line with the above, we have been directed by DSA to send you a CRB Application Form. It is essential that you complete the form and return it to the above address, together with **original** identity documents, within 14 days using the address label provided. The enclosed guidelines will help you to fill out the form and advise you on the type of documents to send.

**TMG CRB takes great care of all documentation but cannot be held liable for any loss in transit. As documents are sent at your own risk, we strongly advise that you consider the different levels of compensation offered by the Royal Mail for loss of documents in transit before deciding how to send your documents to us. Full details can be found on the Royal Mail website [www.royalmail.com](http://www.royalmail.com)**

We will return your documents within 5 working days by Recorded Delivery, unless you enclose a pre-paid Special Delivery envelope, which can be purchased from a Post Office.

You do not need to send any payment as the cost of this check is being met by the DSA.

When the Disclosure certificate has been returned to us we will be sharing the details with the DSA.

Further information about the Disclosure process is detailed on the reverse of this letter. If you have any queries please contact us on 0845 251 5000 or e-mail [dsa@tmgcrb.co.uk](mailto:dsa@tmgcrb.co.uk)

Yours sincerely



CRB Administration Team

## **CRIMINAL RECORD CHECKS FOR APPROVED DRIVING INSTRUCTORS**

The Driving Standards Agency (DSA) has introduced Criminal Records Bureau (CRB) checks for Approved Driving Instructors (ADIs) and Potential Driving Instructors (PDIs). These checks have been introduced to ensure the integrity of the ADI Register by giving the Registrar more information to judge if someone is a “fit and proper” person. This will also give members of the public reassurance of their safety when learning to drive.

DSA is entitled to take spent as well as unspent convictions into account when assessing suitability to be an Approved Driving Instructor.

DSA have contracted TMG CRB to contact ADIs and obtain the Criminal Records Bureau Enhanced Disclosure on behalf of DSA and to answer any queries you may have on how to complete the Disclosure application form. TMG CRB will not be involved in assessing if you are “fit and proper” - this decision will rest with the Registrar.

When you have returned your Disclosure application form to us we will check to make sure you have completed it correctly, and contact you if we have any questions. We will then send your application to the CRB who will undertake the background checks on you. You will be sent a copy of your Criminal Records Bureau Enhanced Disclosure in an envelope marked *Strictly Confidential – For The Addressee Only*. TMG CRB will also receive a copy which will be sent to the DSA.

The Registrar will then consider the information contained in your Disclosure to assess if you are “fit and proper” and will contact you as soon as he has made a decision. If he should consider that you do not meet this legal criterion, he will write to you giving you the reasons why he is considering removing you from the Register. You will then have 28 days to put to him any representations against the decision. If, after consideration of your case, he should still consider that your name should be removed, you will have 28 days to appeal to the independent Transport Tribunal against that decision.

Please note that the Registrar will only accept disclosures which are less than 6 months old. If you do not submit your ADI 37A or ADI 37B form within 6 months of the disclosure being issued you will be required to obtain another before renewal or re-registration can take place.

The Registrar has advised that if you do not comply with this requirement to obtain a Criminal Records Bureau Enhanced Disclosure he will consider the removal of your name from the Register.

Information about how the DSA views the suitability of ex-offenders to apply to become ADIs and how they use and store Disclosure information is available on the [businesslink.gov.uk](http://businesslink.gov.uk) website.