

«Title» «Forename» «Surname»
«Address1»
«Address2»
«Address3»
«Town»
«County»
«Postcode»

Reference No «PRN»

09 March 2009

Dear «Title» «Surname»

CRIMINAL RECORD CHECK APPLICATION FORM

As you may know, the Driving Standards Agency (DSA) now requires all Approved Driving Instructors (ADIs) to have a Criminal Record check. We have been directed by DSA to send you a Disclosure Scotland 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. An address label is 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 recommend that you send documentation by Recorded Delivery or Special Delivery.

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 is 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 0115 969 4616 or e-mail dsa@tmgcrb.co.uk

Yours sincerely



CRB Administration Team

CRIMINAL RECORDS CHECKS FOR APPROVED DRIVING INSTRUCTORS

The Driving Standards Agency (DSA) has introduced criminal records 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.

Disclosure Scotland checks have been introduced for those who renew their ADI registration but as it would take four years for all established ADIs to undergo a check at renewal, the DSA also requires all established ADIs to obtain a Disclosure Scotland Enhanced Disclosure within the next two years if they would not otherwise obtain one through renewal.

DSA have contracted TMG CRB to contact ADIs and obtain the Disclosure Scotland Enhanced Disclosure on behalf of the 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 Disclosure Scotland who will undertake the background checks on you. You will be sent a copy of your Enhanced Disclosure in an envelope marked *Private & Confidential*. 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.

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

Information about how the DSA views the suitability of ex-offenders who apply to become ADIs and how they use and store Disclosure information is available on their websites, www.transportoffice.gov.uk