

Guidance Notes for Approved ID Evidence Checker

ISA registration and CRB Disclosures



Briefing the applicant:

Brief the applicant on the type of application you require them to make:

- ISA registration (subject to phasing)
- ISA registration with CRB Enhanced Disclosure (subject to phasing)
- CRB Disclosure (Enhanced)
- CRB Disclosure (Standard)

Ensure the applicant knows why they are being asked for the application and how the information provided will be used.

ISA registration is subject to phasing. Ensure the applicant is entitled to have ISA registration using the phasing table below. Applications made too soon will be rejected by the CRB.

From	ISA registration phasing
26 July 2010	Any new starter to regulated activity MAY register
1 November 2010	Any new starter to regulated activity MUST register
April 2011-2015	Anyone already in regulated activity before 1 November 2010 MAY register (subject to phasing)
25 July 2015	Everyone in regulated activity MUST be ISA-registered

Regulated activity can include, but is not limited to contact with children or vulnerable adults (e.g. teaching, training, care, supervision, advice, treatment or transport) in a specified place (e.g. schools, registered childcare settings, children's homes, etc) ... frequently or intensively. Please refer to www.tmgcrb.co.uk for further information.

Give the applicant a copy of the **Guidance notes for applicant** along with an **Application Form** and confirm which sections they should complete using the tables below.

ISA registration Only	ISA & Enhanced Disclosure	CRB Disclosure Only
Complete sections a, b, c, d, e and x62	Complete sections a, b, c, d, e and x60-62	Complete sections a, b, c and e and x60-62

Checking the Application Form:

Check the applicant has completed the Application Form correctly.

If the applicant has responded YES to a mandatory question (marked in yellow box) they MUST complete the further sections as requested.

Sections to be completed by you:

The details below should be completed by the approved ID evidence checker for all applications.

a applicant's details

You are required to verify sufficient ID to confirm **all** the details provided by the applicant in **section a** and record the details on the *Identification Document (ID) Form*.

Once you have completed the verification process, complete the box located in **section a** of the Application Form.

Only put a cross in the boxes if you have verified the information provided by the applicant.

registered body use only	
a1-a3 verified	<input checked="" type="checkbox"/>
a14 verified	<input checked="" type="checkbox"/>
a21 verified	<input checked="" type="checkbox"/>
a23 verified	<input checked="" type="checkbox"/>
a25 verified	<input checked="" type="checkbox"/>

b current address

You are required to verify ID to confirm the current address provided in section **b**.

registered body use only	
current address verified?	<input checked="" type="checkbox"/>

w evidence of identity

W evidence of identity	
58 name of evidence checker	JOHN TUCKER
59 have you established the true identity of the applicant, by examining a range of documents as set out in CRB guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check boxes?	no <input type="checkbox"/> yes <input checked="" type="checkbox"/>

This section must be filled out in tandem with the verification boxes contained in sections **a** and **b**, all of which relate to the identity of the applicant. The Registered Body's approved ID evidence checker must check the identity of the applicant from the list of approved documents. This is vital to the application process and the integrity of the checks carried out by the CRB, so please ensure extreme diligence throughout this process.

Only original documentation should be provided by the applicant, do not accept photocopies. A full list of acceptable ID documentation is available overleaf.

x Section x (back page) 60, 61 and 62

X apply for a CRB check		CRB Criminal Records Bureau
60 is the applicant applying for a CRB check?	no <input type="checkbox"/> yes <input checked="" type="checkbox"/>	if 'yes' you must complete x61 - x68 as appropriate, if 'no' go to section y
61 position applied for	SPORTS COACH	
62 organisation name	AI SPORTING CLUB	

If the applicant has already completed this section ensure the details are correct.

Evidence of identity:

The CRB has produced guidance on the type and range of identity documents that must be provided to validate the applicant's identity.

These must be cross-referenced with the applicant details in section a and b and the corresponding box marked with X to confirm the information has been verified.

Record details of **all** ID on the *Identification Document (ID) Form* and submit with the Application Form.

A minimum of **three** documents must be witnessed.

- At least one document must confirm **current name**, as recorded at **a1-a3**
- At least one document must confirm **date of birth**, as recorded at **a14**
- At least one document must confirm **current address**, as recorded at **b32-b36**
- Documentation must be provided to confirm NI number recorded at **a21**
- Documentation must be provided to confirm UK Driving Licence number recorded at **a23**
- Documentation must be provided to confirm passport number recorded at **a25**

At least one document should be from Group 1. If you can only provide documents from the Group 2 list, **five** original documents must be supplied.

Group 1	
Valid Passport	National Identity Card - UK & EU
Driving Licence (UK) (Full or provisional) - England/Wales/Scotland/Northern Ireland/Isle of Man/Jersey; either photocard or paper (a photo card is only valid if the individual presents it with the counterpart licence; except Jersey)	Birth Certificate (UK) issued within 12 months of date of birth (including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
HM Forces ID Card (UK)	Firearms Licence (UK)
Adoption Certificate (UK)	

Group 2		
Issued within last 3 months	Issued within last 12 months	No time limit
Bank/Building Society Statement	TV Licence	Birth Certificate UK issued more than 12 months after date of birth or foreign birth certificate (official translation required) Vehicle Registration Document Marriage/Civil Partnership Certificate Exam Certificate, eg GCSE or NVQ NHS Card (UK) Connexions Card (UK) National Insurance Card (UK) Certificate of British Nationality (UK) One of the following documents from the United Kingdom Borders Agency (UKBA) (formerly the Immigration and Nationality Directorate – IND) (UK): Convention Travel Document (CTD) - Blue Stateless Person's Document (SPD) - Red Certificate of Identity (CID) - Brown Application Registration Card (ARC) Immigration Status Document (ISD).
Benefit Statement	Council Tax Statement (UK)	
Utility Bill	Insurance Certificate	
Letter from a Head Teacher	P45/P60 Statement (UK)	
Addressed Payslip	Financial Statement: pension endowment ISA mortgage	
Mail Order Catalogue Statement	Court Claim Form (UK)	
Document from Government Agency/ Local Authority giving entitlement (UK): DWP or Employment Service Customs & Revenue Job Centre or Job Centre Plus Store Card Statement Credit Card Statement	Work Permit/Visa (UK)	
	CRB Disclosure Certificate	

Payment:

Your contract with TMG CRB will determine the payment required.

Cheques should be made payable to TMG CRB.

CRB defines a volunteer as *a person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative.*

Payment may be required at a later date if an application is inappropriately submitted for a voluntary post.

Forward the application to TMG CRB:

Using the *address label* provided forward the application to TMG CRB.

Include:

1. Application Form
2. Identification Document (ID) Form
3. Continuation sheets (if used). These are available to download from www.crb.gov.uk
4. Payment

What happens next?

TMG CRB checks the form for accuracy, completes sections **x** and **y**, records the application details and forwards the application to CRB for further processing.

Where an application for ISA registration has been made the applicant will receive notification of their ISA registration number by separate letter.

The CRB will issue two copies of the Disclosure. One copy will be sent to the applicant. A second copy will be issued to TMG CRB, who will update our records and forward the Disclosure details to the organisation Disclosure Manager

For further information visit www.crb.homeoffice.gov.uk or www.isa-gov.org.uk

Helpline:

Our helpline is open from 8.30am – 5.30pm, Monday to Friday. A 24-hour messaging service is available outside of these hours.

T: 0845 251 5000

E: crb@tmgcrb.co.uk

W: www.tmgcrb.co.uk